

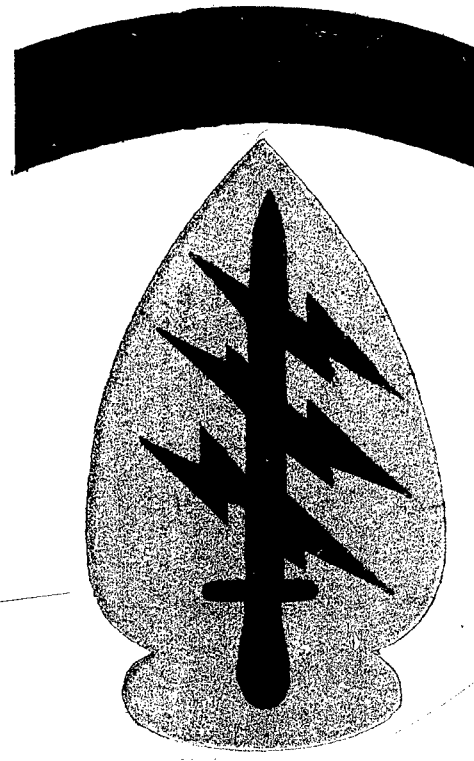
Weg Salmon

PA 24,053

5th SPECIAL FORCES GROUP (AIRBORNE)

1st SPECIAL FORCES

CIVIC ACTION GUIDE



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TEXT

HEADQUARTERS

5TH SPECIAL FORCES GROUP (AIRBORNE), 1ST SPECIAL FORCES

Office of the Commander

APO San Francisco, 96240



AVSF

SUBJECT: Civic Action Guide

30 March 1966

TO: SEE DISTRIBUTION

1. During the past several months there has been a large increase in both Free World Military Forces and North Vietnamese Forces in the Republic of Vietnam. We have continued to defeat the enemy on the field of battle; yet we know that force alone will not provide the solution in this conflict. Actions must be taken to achieve the willing support of the people for the GVN, destroy the enemy infrastructure, and build a stable government organization.

2. The 5th Special Forces Group (Abn) is engaged in missions which span the complete scope of counterinsurgency operations. To achieve success in these operations we must give due consideration and emphasis to four important aspects of counterinsurgency: military operations, intelligence, civic action, and psychological operations. Each aspect is a necessary part of the overall effort. The achievement of meaningful and lasting results in Vietnam requires detailed planning and timely execution of actions in each of these areas.

3. The "Civic Action Guide For Vietnam" outlines techniques and offers detailed guidance in one of the four important areas of counterinsurgency. It is essential that our objectives in civic action and the methods of achieving these objectives be clearly understood. This Guide has been written to provide operational detachments with information which will assist them in achieving GVN control and gaining popular support for local and national governments. We have accepted the challenge of this insurgency; and, in order to meet this challenge, it is essential that we develop a positive and constructive civic action program.

NEXT

4. It is my desire that each member of this command understand and use the information contained in this Guide to assist their counterparts in planning and conducting programs that will enable us to achieve our objectives in the Republic of Vietnam.

William A. McKean
WILLIAM A. MCKEAN
Colonel, Infantry
Commanding

DISTRIBUTION

"A"

This guide will be revised periodically. New pages will be distributed for insertion into the guide when appropriate. Recommend changes or suggestions for improvement should be forwarded to Commanding Officer, 5th Special Forces Group, 1st Special Forces, ATTN: Group CA Officer, APO US Forces, 96240.

HEADQUARTERS
5TH SPECIAL FORCES GROUP (AIRBORNE), 1ST SPECIAL FORCES
APO US Forces 96240

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END

REPUBLIC of VIETNAM

MAP LEGEND

- NATIONAL BOUNDARY
- PROVINCE BOUNDARIES

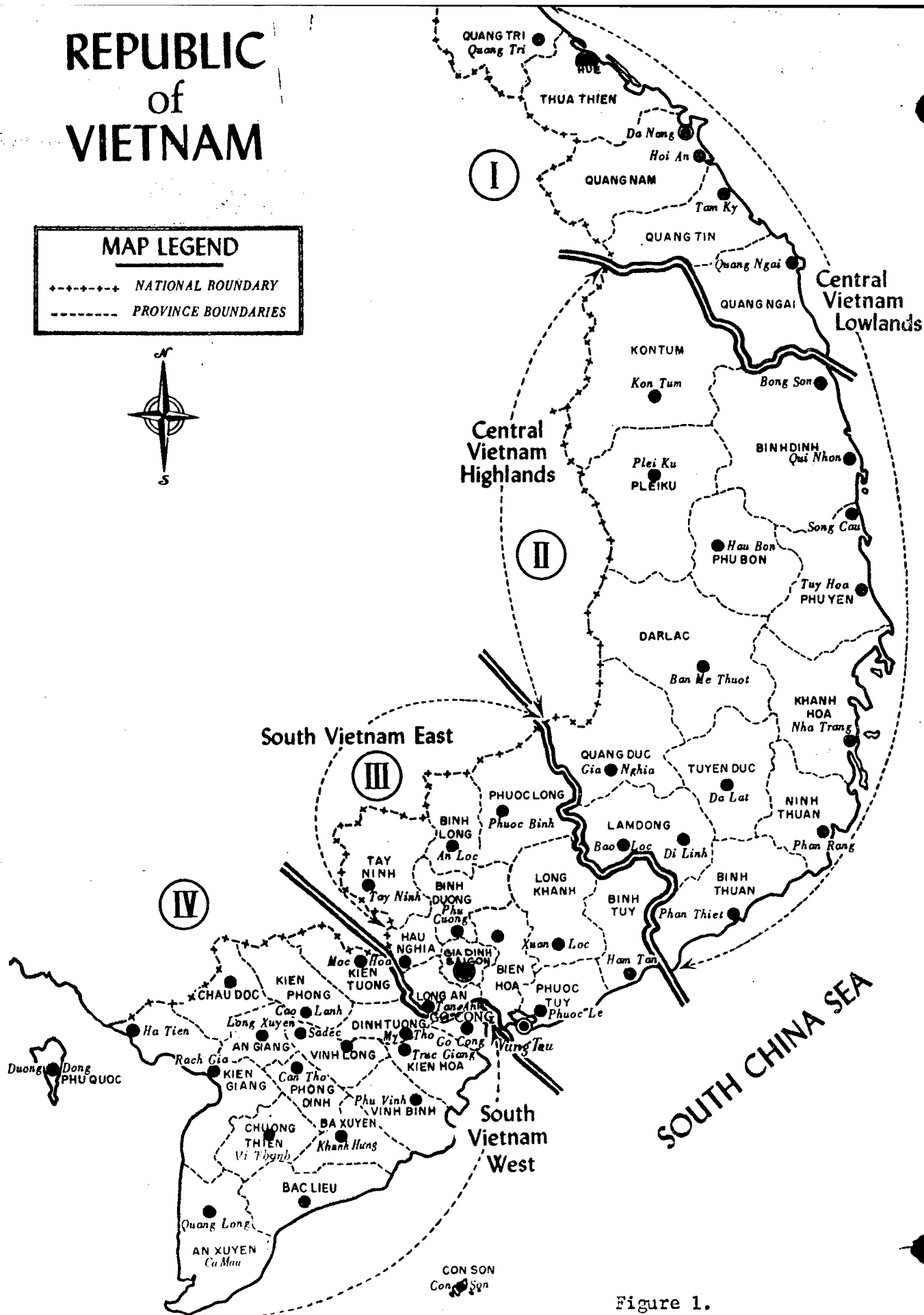


Figure 1.

CIVIC ACTION GUIDE FOR VIETNAM

CHAPTER I INTRODUCTION

SECTION 1. Introduction.

1. Purpose and Scope.

a. In the districts, villages and hamlets of the Republic of Vietnam, well planned civil affairs and civic action programs are the energizing force behind the local governments. These programs are the key to gaining civilian support, promoting the overall development of the area, and improving the efficiency and stability of the Vietnamese government. This guide provides the blueprint that will enable the Special Forces Advisor to assist and guide his counterpart in developing effective programs which meet the needs of the people, significantly contribute to the nation building program, and reduce the effectiveness of the Viet Cong (VC) and North Vietnamese Army (NVA) forces.

b. This guide is written for operational detachments of the 5th Special Forces Group (Abn). It serves as a basic source of information and guidance for the conduct of civil affairs and civic action (CA) programs in the Republic of Vietnam (RVN). It is written in a manner that facilitates reference to specific sections which provide information on each aspect of Special Forces CA activities. For the individual who has little experience with civic action in Vietnam, it provides the information needed to understand the RVN system of government, to plan and coordinate an effective program, and to implement that program with maximum effectiveness.

c. Detailed information is presented on the organization of the Government of Vietnam (GVN), duties of Vietnamese officials, methods of implementing GVN programs, sources of construction material and funds, and a wide variety of example projects which have proved successful in different areas of Vietnam. Specialized programs, techniques and financial support available to Special Forces will be discussed in detail.

d. This guide does not attempt to provide a solution to every problem that will be encountered by each detachment. It does attempt to provide guidance, techniques and other information that will minimize these problems and enable Special Forces personnel to work with their counterparts in planning, conducting and supporting a highly effective CA program.

2. Role of Special Forces in Civil Affairs/Civic Action.

a. Special Forces detachments may be assigned one or more advisory roles which include:

- (1) The Sub-Sector Advisory Role (District).

(2) The Sector Advisory Role (Province).

(3) The VNSF Advisory Role (Civilian Irregular Defense Group Camps).

Regardless of the mission, our approach to civil affairs/civic action is to advise, train and assist our counterparts in planning and implementing CA programs. This includes motivating, persuading and guiding the counterpart in his efforts to gain civilian support and to expand control of the GVN. In the process of guiding our counterparts we must insure that they achieve and maintain the initiative in all phases of the program while we as advisors remain in the background. We encourage maximum use of self-help projects conducted by local civilians with CIDG and RF/PF troops providing some assistance.

b. The Special Forces approach to CA has proven highly successful for the following reasons:

(1) It improves the capabilities of our counterparts by requiring them to participate in planning and carrying out the program. This improves efficiency and makes the people realize that the GVN officials are concerned with their welfare.

(2) It improves the GVN system. Working with our counterparts to insure that they are aware of the support available through the GVN, and encouraging and persuading them to use the GVN organization increases the efficiency of the system.

(3) Special Forces personnel and their counterparts encourage the local civilians to carry out self-help projects with some assistance being given by CIDG and RF/PF troops. Experience has shown that civilians have more personal interest in projects in which they participate. A self-help project may be difficult to initiate, but once started it generates local interest and often leads to civilian participation and interest in additional projects.

(4) The use of CIDG and RF/PF troops on CA projects helps develop good relations between troops and civilians, thereby improving civilian support. Counterparts are encouraged to use at least a few troops on each self-help project.

c. The Special Forces approach to civic action as outlined above is the "Key" to improving the effectiveness of RVN officials and organizations and convincing the people that RVN government is concerned with their welfare.

3. Objectives.

a. The primary objective of the Group's civil affairs/civic action effort is to work with our counterparts in developing programs that

will gain civilian support for local government operations and expand the GVN area of influence and control.

b. Secondary Objectives.

(1) The overall development of the operational area. Special Forces has a definite advantage over most conventional military units in that detachments are located in the same operational area, working in the same hamlets, villages and districts for one, two or three years. Therefore, not only will the detachments be concerned with immediate impact projects and short term objectives, but also with long range plans and objectives, e.g., establishing medical, educational, and economic development programs.

(2) Make the GVN system work. This is accomplished by understanding the GVN organization, working with counterparts in planning and implementing programs, encouraging them to use the GVN system, and motivating them to take necessary actions.

4. Contributing Factors to a Successful CA Program.

a. Past experience has shown that the following are the most important factors in developing a successful CA program at the "A" Detachment level.

- (1) Emphasis by Commanders.
- (2) Ability of Counterparts.
- (3) Full time CA/PSYOP personnel.
- (4) Understanding the GVN organization and programs.
- (5) Planning and Coordinating the Program.
- (6) Support.

b. Discussion.

(1) Emphasis by Commanders. This is one of the most important factors in determining the success of the CA program. If an "A" Detachment does not have an effective program it is primarily because the Commander has not taken necessary action to emphasize CA. In conjunction with this is command emphasis from higher headquarters. The "A" Detachment Commanders areas of interest will usually be in line with those of the next higher commander. Emphasis on CA at the "C" and "B" Detachment will usually result in a successful CA program at the "A" Detachment level.

(2) Ability of Counterparts. Everyone recognizes the fact that in an advisory role success will depend to a large degree on the

abilities of the counterpart. If you have a competent counterpart with an interest in CA, your job will be relatively easy. If your counterpart shows little or no interest in CA, it is your responsibility to persuade, motivate and convince him to take necessary actions in this area. You must take the time to explain and discuss your ideas and objectives in CA; what funds and support are available through Special Forces, MACV and GVN channels; and the role both of you should play in the program. Your counterpart should already know this, but in some cases he may not. You should establish a firm understanding about these points prior to initiating any program. By placing yourself in your counterparts position, you can see why he may develop an attitude that USASF have the funds, materials and their own ideas, so let them take charge and do the work. Remember, one of our objectives is to make the Vietnamese system work. To do this, we must work closely with our counterparts and assist them in gaining the initiative.

(3) Assignment of Personnel with CA as a Primary Duty. Although an "A" Detachment Commander may not have a full-time CA/PSYOP Officer or NCO, he can still have a successful CA/PSYOP program by placing the necessary emphasis on this area. However, experience has shown the importance and positive impact of assigning full time CA/PSYOP personnel to the "A" Detachment. Civic action and psychological operations should be the primary duty of at least one man. Equally important is the involvement of every team member in some phase of the program. Team members should be assigned a project which they will supervise. When operating in the Sub-Sector role, all team members should establish counterpart relations with appropriate personnel on the District Staff. Steps are being taken to assign full-time CA/PSYOP personnel to each "A" Detachment.

(4) Understanding the GVN Organization and Programs. In all roles, but particularly in the sub-sector role, assigned CA personnel must have the ability to help their counterparts implement Vietnamese programs. You and your counterparts can provide more assistance to the civilian population if you both know and understand the procedures that are necessary to bring the GVN programs to the local populace. Examples include: how to obtain funds for school construction, how to insure that local employees receive their pay, and what programs are actually available for the people.

(5) Planning and Coordinating the Program. Experience has shown that the effectiveness of a CA program is dependent upon thorough planning prior to undertaking CA projects. The planned program is a coordinated effort which takes the province and district plans into consideration to insure that the detachments projects are in line with the overall development of the area. This planning and coordination develops a program with projects which supplement and stimulate future activities of the GVN.

(6) Support. Although there are projects which can be successful by using local resources, the amount of support which "A" Detachments receive from higher headquarters and through Vietnamese channels will have a direct bearing on their success. One of the purposes of this guide is to present all available sources of support for the CA program.

CHAPTER II

ORGANIZATION OF THE GOVERNMENT IN THE REPUBLIC OF VIETNAM

SECTION 1. System of Government.

5. General.

a. Special Forces personnel may question their need for understanding the Vietnamese organization and system of government. This knowledge has proven essential to the advisor for the following reasons:

- (1) An advisor in RVN works within the GVN system. To do this effectively he must have an understanding of the GVN organization.
- (2) By knowing the GVN system of government, you can better understand the problems that will be encountered and discuss them intelligently with your counterpart.
- (3) The largest source of civic action aid is through the Vietnamese Government.
- (4) One of your advisory duties is to help the local officials learn to use their government for the good of the people.

b. The system of government in Vietnam has ranged from Chinese dynasties to dictatorships, out-right occupation, and colonial rule. Never has there been a real need for competent, loyal, public administrators. Only in recent years have any attempts been made to establish a government which approximates an attempt to meet the needs of the people through a centralized system. Unfortunately, no one has been able to devise a method for developing capable public administrators and efficient government services in a short period of time.

c. Due to the war effort which is being conducted simultaneously with the development of the government, it has become necessary to install military personnel in most of the responsible positions. The military has been the primary source of qualified leaders.

d. GVN programs differ from Government programs in the US, in that all GVN programs are originated at the national level. Subordinate echelons of government merely provide the organization for administering national programs. Province, district and village programs are only implementations of the national program. The degree to which a local government meets the needs of the people depends on its success in carrying out the national programs. This is one reason why Special Forces advisors must have an understanding of the government at all levels.

6. Advisory Role in Government.

a. Province and District Chiefs have the two fold responsibility of conducting military operations and civil operations within their area of

control. Most of these officials are trained in the military field, however, many do not have a thorough understanding of government administration and responsibilities. Experience has shown that efficiency of government personnel will be improved if they are required to perform their duties. This is particularly true in the Vietnamese Government, where the primary instruction for public administrators is being accomplished by "on the job training". By encouraging utilization of the GVN organization, at all times and at all levels, the abilities of GVN personnel will be improved.

b. The US advisor must not only be capable of advising district and province chiefs on military matters, but he must also be capable of advising local government officials on their civil responsibilities, especially at district level. He must be able to teach, explain and assist in the implementation of GVN programs. The "A" Detachment is augmented with a CA/PSYOP Officer and/or NCO to assist the detachment commander in carrying out this responsibility. The CA/PSYOP personnel can effectively influence the actions of local governments only if they have a good working knowledge of the GVN.

7. National Administration.

National leadership in Vietnam has undergone many changes during the past few years. At present, the Chief of State for the country is the Chairman of the National Leadership Committee. However, for all practical purposes the Prime Minister controls the War Cabinet. Actions taken by the War Cabinet of the Republic of Vietnam are not subject to the concurrence of any legislative or judiciary body. However, all actions taken by leaders are subjected to the scrutiny and varied pressures exerted by diverse ethnic, religious and political groups.

8. Province Administration.

a. Although the Province Chiefs are responsible to Division Commanders and Corps Commanders for military operations, they are traditionally responsible to the National Government for the management of the civil government. In the present situation the separation of military and civil government is by no means precise. Division Commanders and Corps Commanders are becoming more involved in the civil administration of the Province.

b. The Province Chief is officially appointed by the Prime Minister upon recommendation of the Corps Commander. However, in practice he is appointed by the Corps Commander, subject to approval by the Minister of Defense. The Province Chief will normally have two deputies, one for administration and one for security. The Province Chief is responsible for the administration of all district programs in his Province and he retains all general administrative as well as budgetary and fiscal powers.

c. In addition to the Deputies for Administration and Security, the Province Chief has representatives from the national government agencies. These representatives are under the joint direction of the Province Chief and

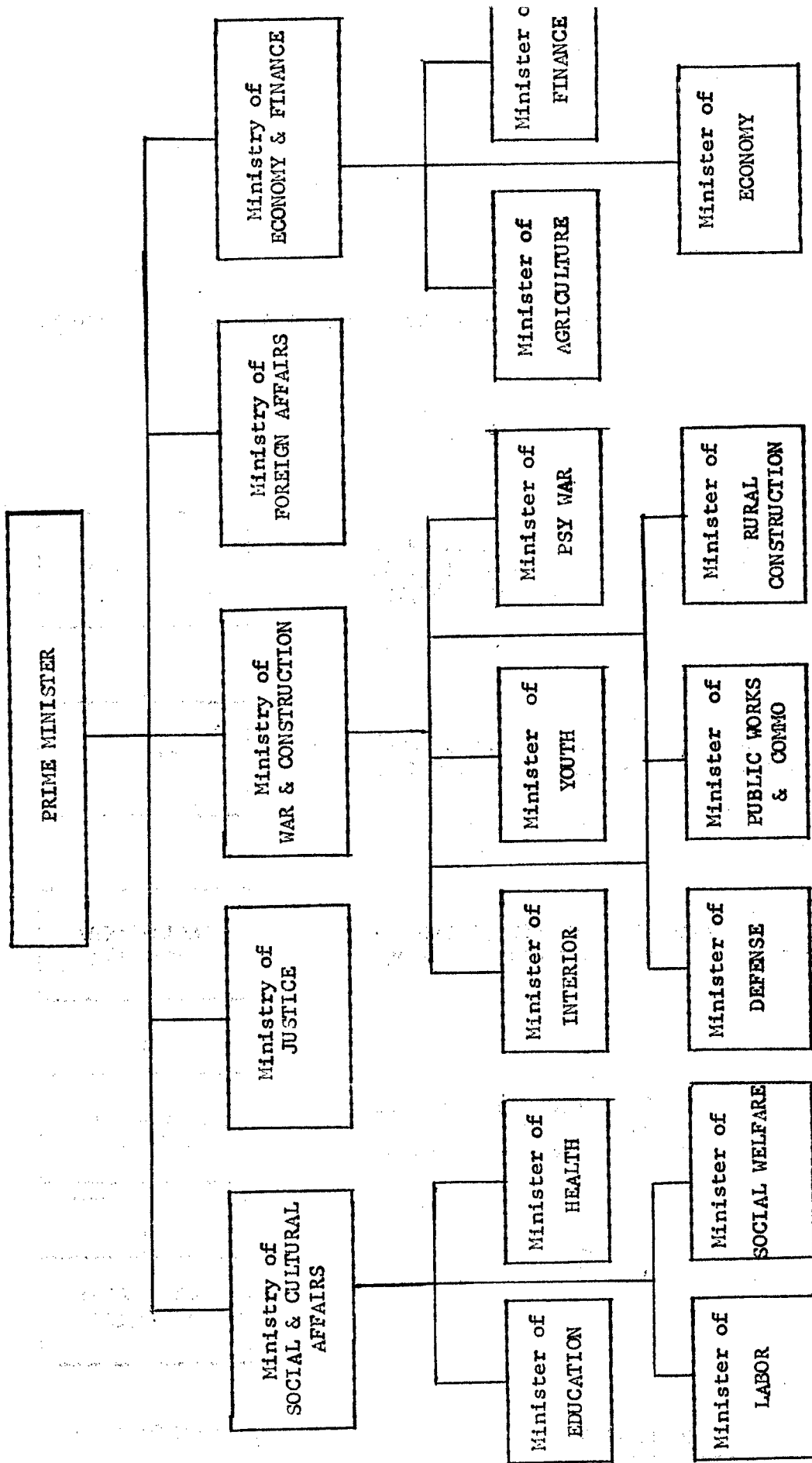
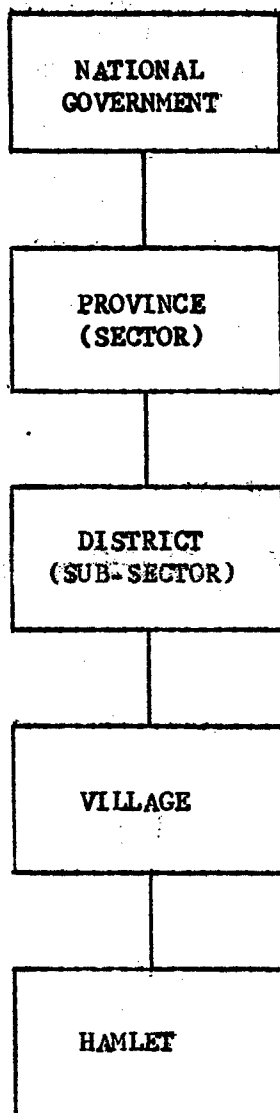


Figure 2. National Ministry.



There are 43 provinces which vary in size from 540 to 10,000 square kilometers and population from 33,000 to 850,000.

There are from two to ten districts per province, a total of 234 in South Vietnam at this time.

A typical district is approximately ten villages, but some districts have only two, others up to 57 villages.

Villages may have from one to 48 hamlets with no typical number. The average village has between 3 and 12 hamlets.

Figure 3. National to Hamlet Chain of Command

their respective national ministries. They are appointed and paid by the latter. If problems with representatives become acute, the Province Chiefs only recourse is to contact the national ministry to resolve the differences.

d. In addition to his administrative staff (clerks, typist, etc.) and representatives from the usual national ministries, the Province Chief also has one or more representatives from the Ministry of Rural Construction. The Ministry of Rural Construction and its functions at province and district level will be discussed in detail in paragraph 14.

9. District Administration.

a. Traditionally the District Chief is the lowest civil servant appointed by the central government. Although formally appointed by the Minister of the Interior, today's war-time District Chief is in fact selected by the Corps Commander. Sometimes this is with, and many times without, the recommendation of the Province Chief. The District Chief, more than any other government official, has direct contact with a significant segment of the populace.

b. As with the Province Chief, the District Chief is authorized a Deputy for Administration and an administrative staff which are under his direct control. He also has a staff of representatives from the national ministries which come under joint control of the ministry representatives at province and the District Chief. The ministry representatives are responsible for the management of their particular programs at the district level. Close coordination between the District Chief and ministry representatives is essential for an effective government program. Once programs and plans have been formulated, they must be approved by the Province Chief and ministry representatives at province. This is necessary since the Province Chief maintains control of all province funds, and any support from national ministries must be approved by their representatives at province.

c. A typical organization for the district is shown in figure 4.

d. The District Chief will normally have a planning committee consisting of village chiefs, representatives of the ministries and key individuals from the local area. This committee may be the same as the District Rural Construction Council. The planning committee or Rural Construction Council will make recommendations for the conduct of local programs. If more than half of the district population is composed of some ethnic minority group, the district is authorized a special deputy to represent this group's interest. District Chiefs should be encouraged to work with the planning committee.

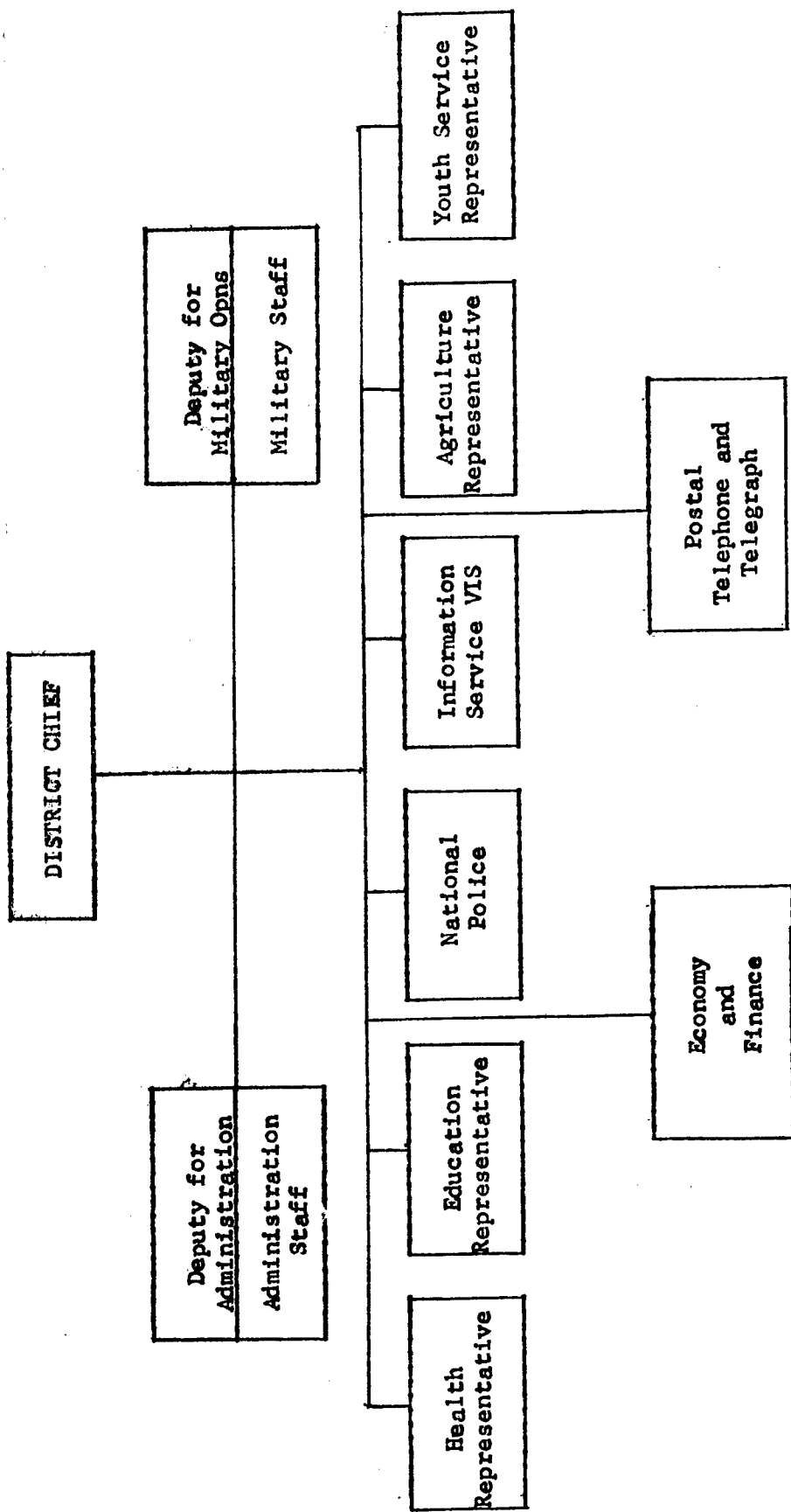


Figure 4. Organization of the district civil staff. Each of the national ministry representatives has an additional channel to the respective province representative.

10. Village Administration and Hamlet Administration.

a. Village Administration.

(1) The Village Chief is appointed by the Province Chief upon recommendation of the District Chief. He heads the Village Administrative Committee (VAC) which is the governing body in the village. Other members of the VAC, also appointed by the Province Chief, may include an Assistant Village Chief, Commissioner of Finance and Economy, Commissioner of Police and Security, Commissioner of Information and Propaganda, and a Commissioner of Youth and Civil Defense.

(2) There is also a legislative body known as the Village Citizen Council (VCC) intended to provide democratic representation in the local government. This council, consisting of five to eleven members, is elected for a two-year term by universal, direct, and secret ballot.

(3) The organization of the village as presented in the two previous paragraphs is the legal and desirable structure. In many cases there may be little if any resemblance between this organization and that of local villages. The purpose of presenting the organization above is to provide guidance for the formulation of village organizations that will be recognized by higher governmental levels and thereby be authorized the variety of national programs designed to improve rural Vietnam. By developing interest in the democratic process through establishment of VCC's, the people of rural Vietnam will have their first opportunity to become a part of their government operation. Of greater importance, they will be learning the responsibilities of being a part of a judicious system of government.

b. Hamlet Administration.

(1) Hamlets are administered by a Hamlet Administrative Committee composed of a Hamlet Chief and two deputies. The deputies are charged respectively with youth and security, and information and propaganda activities. The Hamlet Chief and the Deputy for Information and Propaganda are elected officials. The Deputy for Youth and Security is normally appointed by the District Chief.

(2) As with the village administrative organization, the hamlet organization which is found in rural Vietnam may bear little if any resemblance to the arrangement mentioned above.

SECTION 2. Other Personnel Involved in Administration of the GVN.

Corps Commander.

a. Recently, Corps Commanders have gained significant control in the civil government. They have become more and more involved in the

administrative functions of Province Chiefs, to a point where they now have considerable influence on civilian as well as military operations at province level. In part, this is due to the Corps Commander being a member of the Central Rural Construction Council, which is rapidly becoming one of the most powerful tools of government.

b. As Corps Commanders assume more and more power over civil government and pacification programs, the ties between Province Chiefs and the central government are reduced. This results in the local ministry representatives and the ministries themselves becoming increasingly involved in their own direct chain of command.

12. Division Commander.

a. In the past, the Division Commander was not involved in provincial administration. However, he now has considerable influence over any Province Chief who is in his division tactical area.

b. This situation involving Corps Commanders and Division Commanders continually leads to confusion over who has responsibility for various government programs and adds significantly to the government's difficulties.

SECTION 3. Vietnams National Civil Affairs/Civic Action Programs.

13. Public Service Ministries.

a. The following Ministries provide assistance to the Vietnamese people:

- (1) Ministry for Education.
- (2) Ministry for Health.
- (3) Ministry for Social Welfare.
- (4) Ministry for Youth.
- (5) Ministry for Rural Construction.
- (6) Ministry for Public Works and Communication.
- (7) Ministry for Agriculture.

b. Figure 2 shows the present organization of the GVN Ministries. The above listed Ministries will normally have representatives at province and some will be represented at district. These ministries and their province and district representatives will be discussed in detail in chapter IV. The Ministry of Rural Construction deserves special consideration and will be discussed in this chapter.

#14. Rural Construction.

a. Figure 2 shows that the Minister for Rural Construction is directly responsible to the Minister General for War and Construction. Rural Construction is a by-product of the counterinsurgency war effort in Vietnam. It resulted from the fact that although military operations could successfully clear an area of large VC units, the government needed the capability to cement the victory upon the removal of large military forces.

b. The official definition of rural construction has been stated as: "Construction of an area is to restore public security and to carry out the policy of the Government in order to improve the living conditions of the inhabitants in that area in political, economic, and social fields...."

c. Every province is budgeted rural construction funds. This budget is determined by the Central Rural Construction Council upon recommendations of the province councils. Once these funds have been approved, the total budget cannot be changed; but funds allocated for specific projects within the budget can be adjusted. Each province is sent a copy of its approved budget. Sector advisors should receive English translations of these budgets through MACV channels. The total rural construction budget for each province as well as an example of a provincial budget can be found in Annex I. The thirteen areas applicable to rural construction are as follows:

(1) Resettlement. Province Chiefs are authorized to pay resettlement assistance funds to each family in the amount of 3,500\$VN for housing and 3,000\$VN maximum for rice subsistence. A Montagnard family is authorized an additional 100\$VN for salt.

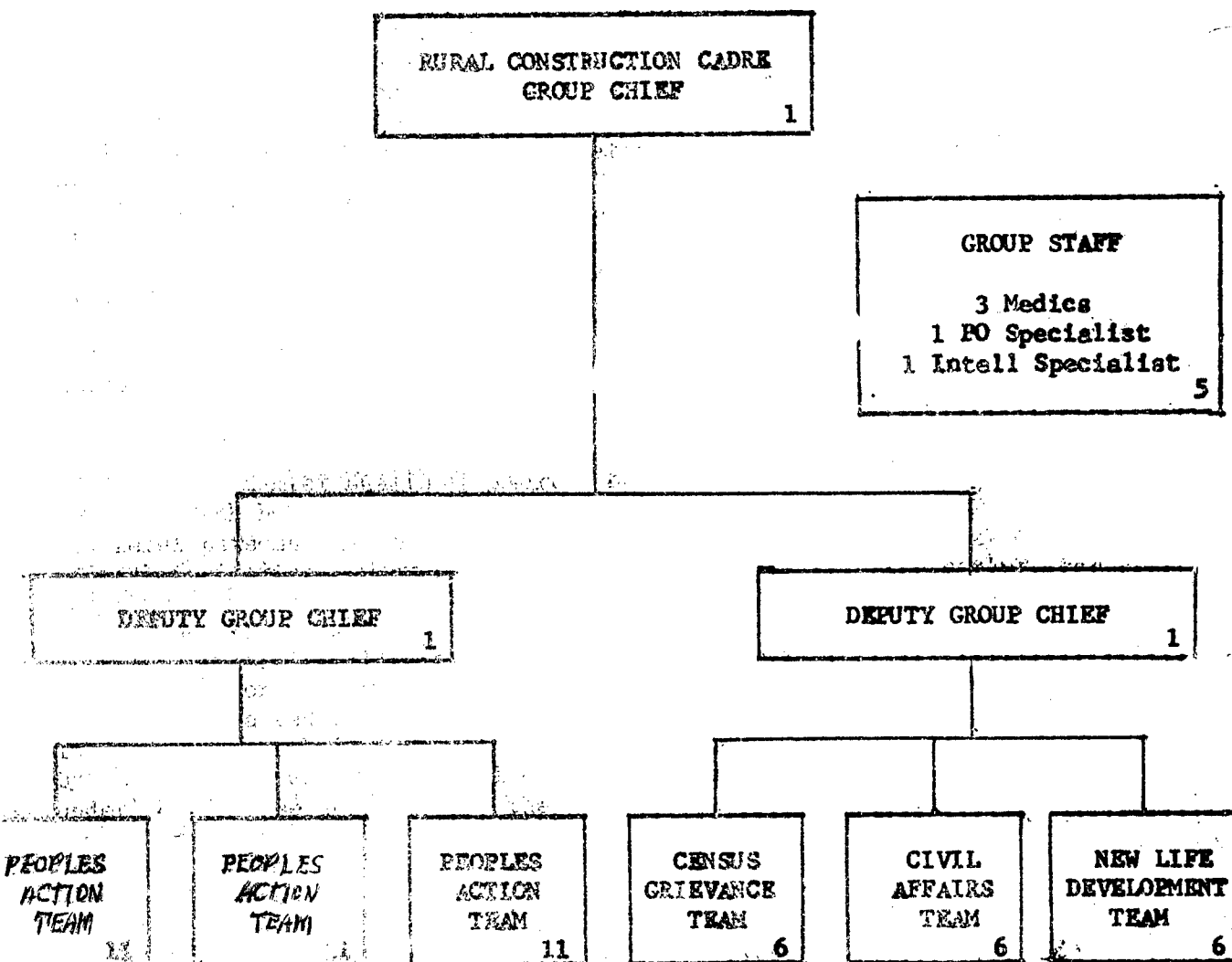
(2) Self-Help Projects. Hamlets may be authorized up to 50,000\$VN for self-help projects. Funds are used for purchase of building materials while labor must be contributed by the people.

(3) Rural Education. Each hamlet is authorized a maximum of three classrooms from rural construction funds. Classrooms will cost an average of 70,000\$VN, not including tin and cement, and will accommodate 60 students.

(4) Agriculture Hydraulics. These funds are provided for any project which helps the farmers cope with water problems.

(5) Agriculture and Animal Husbandry in the Highlands. These funds are allocated to train farmers; issue farm implements, good seeds and insecticides; and lend water pumps to farmers.

(6) Animal Husbandry. Funds for training programs, issue of domestic animals and preventive medicine are available under this category.



Rural Construction Cadre Groups will be assigned to province as part of the Rural Construction Program.

Figure 5. Rural Construction Cadre Group.

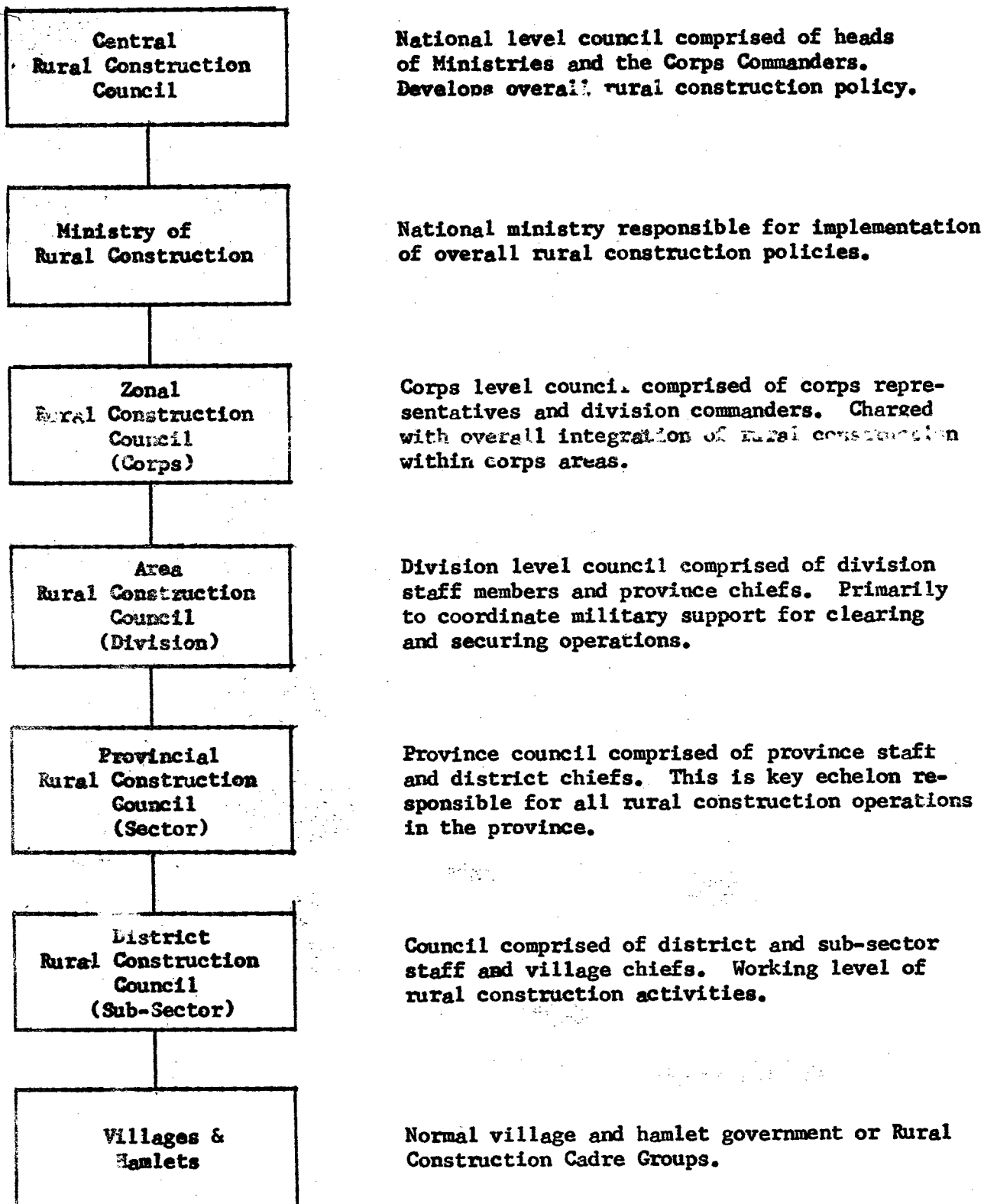


Figure 5 a. GVN Rural Construction Organization.

(7) Fisheries. These funds are for fish breeding, fishing implements, building of fish markets and the construction of fish ponds.

(8) Bridges and Roads. Funds are allocated for improving road systems of hamlets, villages and districts.

(9) Chieu Hoi (Open Arms). These funds are authorized to support Chieu Hoi operations in the provinces.

(10) Land Clearing. Funds for land clearing are to be used in support of the resettlement program.

(11) Transportation. These funds are primarily for the transportation of rural construction equipment and supplies from provinces to villages and hamlets.

(12) Warehouses. These funds are intended for the construction of warehouses at provincial and district towns for the purpose of storing rural construction equipment

(13) Unforeseen Expenditures. Funds are provided for additional financial support of the above programs. These funds can also be used for emergency tasks which have not been planned.

d. Another important aspect of the rural construction program is the use of rural construction cadre (See Figure 5). These cadre are specially trained in a variety of fields. They establish and re-establish government programs at the village and hamlet levels. Examples include agriculture cadre for the establishment of national agriculture programs and education cadre for the development of hamlet school programs.

e. The success of the rural construction program depends on the development of a well organized plan for the use of rural construction funds. If districts and villages are to benefit from this program they must participate in the formulation of these plans. Each District Chief is a member of the Province Rural Construction Council and can thereby present his plans to the Province Chief for approval.

15. Military Civic Action Program (MILCAP).

a. The Military Civic Action Program consists of an imprest fund which is made available to Province Chiefs and Division Commanders for Civic Action within their area of responsibility. Province Chiefs have priority for the allocation of funds. The amount of funds is determined by the population of the Province. The MILCAP fund is allocated on a quarterly basis.

b. The only program within the 1966 MILCAP is the payment of indemnification for damages caused by the combat activities of RVNAF and Free World Forces. Previous MILCAP budgets were intended for several different civic action programs.

c. The following procedures for processing indemnification claims have been established:

(1) Indemnification Consideration Committee. A committee is established at each sector to consider claims.

- (a) Chairman - Province Chief or his representative.
- (b) Member - US Advisor.
- (c) Member - Provincial Council Member.
- (d) Secretary - Chief of Sector Psy War Section.

(2) Authority. The Consideration Committee is authorized to process claims up to 200,000\$VN per individual. Claims in excess of 200,000\$VN must be forwarded to the General Polwar Department for consideration.

(3) Claims Procedures. The following forms must be filed with the Province Consideration Council:

- (a) Claim from the victim or his relatives - 5 copies (Form DV/A). The claim for property indemnification should be signed by the owner or heir.
- (b) Report from Military Police or local administrative agency confirming the incident and the damage (5 copies - Form DV/B).
- (c) Certificate of Village Council confirming the right of inheritance, if the victim was killed (5 copies - Form DV/E).

d. Detailed information on procedures and limitations for expenditures are contained in MACV letter number 1672, 1966 MILCAP, dated 28 Feb 66.

16. Medical Civic Action Program (MEDCAP).

a. The Medical Civic Action Program provides a source of medical supplies for military medical civic action projects. Details of the MEDCAP Program are contained in MACV Directive 40-9.

b. Special Forces has an approved plan for MEDCAP, and detachments are authorized to request MEDCAP supplies. Procedures for filling out the requests are contained within the request forms MEDCAP QLVN 000/A thru QLVN 000/I. These forms may be obtained and processed through the "C" Detachment Surgeons Office. The Group Surgeon is the only other Special Forces representative authorized to receipt for MEDCAP supplies. They submit the requests and draw supplies from the nearest ARVN medical depot. MEDCAP supplies are then shipped to the requesting detachment.

CHAPTER III

PLANNING AND IMPLEMENTING CIVIL AFFAIRS/CIVIC ACTION PROGRAMS

SECTION 1. Planning the Program.

18. Initial Actions.

When an "A" Detachment first moves into an area, they should contact the District Chief and his staff. Coordination is essential to the establishment of an organized CA program. If you are co-located with a District Headquarters, it is a relatively easy task. If not, it becomes more difficult; yet close coordination with province, district and their advisory staffs is essential to the development of the civic action program. In the process of talking with these people, you and your counterpart can determine which GVN programs are presently available in the area and which are planned for the future. Since many Special Forces camps are located in relatively insecure areas there may be little if any evidence of the GVN. Under these conditions province and district officials should be informed that Special Forces will assist them in bringing the area under control and will need their assistance in developing programs for the people of the area. After discussing your intentions with local officials, the next step is to conduct a CA survey.

19. Developing a Planned Program.

a. Civil Affairs/Civic Action Survey. The CA Survey is a detailed collection of information about each of the CA functional areas; i.e., health, education, and agriculture. When completed, the survey will give you up-to-date information on each CA area and an indication as to which projects will accomplish most toward meeting your objectives. The survey should provide the following information:

(1) Programs planned by the Vietnamese. Every province has an annual budget that designates specific projects for each district. One of the first things you must do is to determine exactly what projects have been planned for your operational area. This is necessary before you and your counterpart determine what projects should be conducted. You must insure that your program is in line with and supports the overall province program. Coordination will also enable you to determine what projects in the province program you can support, supplement or reinforce.

(2) Existing Conditions. You and your counterpart must find out exactly what conditions exist in each of the CA areas. This is one of the most important aspects of the survey. To determine what the people need, you must first know what they have; e.g., how many dispensaries, Village Health Workers, schools, school children, etc.

(3) Desires. When possible, projects should satisfy the desires of the people. Experience has shown that civilian participation

is difficult to achieve unless the people want the project. You and your counterpart can determine the desires of the people by talking with the villagers, local officials and key individuals.

(4) Needs. The needs and desires of the people are not always consistent. At times we must make a compromise between the two. You and your counterpart can determine the needs of the people by discussion with the people and observing the existing conditions.

b. Sample Survey. A sample CA survey, which will help you determine the situation in your area, is enclosed as Annex II.

c. Development of the Plan. The Survey will provide you with necessary information and several possible projects. The program should be a coordinated series of projects with assigned priorities designed to meet your CA objectives. It should include both immediate impact and long range projects. Consideration of the following factors will assist you in the further development of your program:

(1) Support Available. The amount of support available for each project must be determined. This support may consist of funds, construction materials, supplies and labor. In some cases a lack of materials or funds may eliminate a possible project. Consideration should be given to the following:

- (a) Special Forces Funds.
- (b) MACV Revolving Rural Construction Fund.
- (c) Local Materials.
- (d) Province Supplies.
- (e) USAID Supplies.

(2) Self-help Appeal. The ideal project will readily lend itself to self-help. Experience has shown that self-help projects are appreciated more and better maintained than those projects in which the people do not participate.

(3) Incorporation into the GVN System. It is hoped that all programs can eventually be completely turned over to the GVN. Priority projects should be readily adaptable to GVN management.

SECTION 2. Implementing the Program.

20. General.

Once a thorough survey has been completed and an overall plan developed, the implementation of specific projects becomes a matter of

coordination and gathering supplies. The various methods of obtaining supplies will be discussed in succeeding chapters.

21. Implementing the Program through Vietnamese Channels.

The most effective way to implement any civil affairs/civic action program is through Vietnamese channels. This may not be the most efficient or expedient method; however, it is the most effective because it helps the Republic of Vietnam become more self-sufficient and adept at handling its own problems. In some instances it may be necessary for you to personally initiate a project. This alternative should only be taken when other means have been exhausted.

X 22. Implementing the Program through Military Forces and GVN.

a. The VNSF Camp Commander should be encouraged in his efforts to conduct medical patrols, troop information programs, coordination with district officials and all other related CA and PSYOP activities. He should be shown how to incorporate these activities into tactical operations.

b. A CIDG organization known as the CA/PSYOP Team has been developed to give the CIDG an added capability to conduct CA and PSYOPS. Each CIDG Camp is required to organize, train and employ one of these teams. This team is fully discussed in Annex III.

c. In the sub-sector role all programs should be coordinated with and implemented through the district staff. If you are not operating in the sub-sector role, your programs should be coordinated with district and local leaders as the situation requires.

23. Techniques for Implementing Civil Affairs/Civic Action Programs.

a. District Committee. The District Committee is one of the most effective ways to plan and implement civic action programs. Each district should have a Rural Construction Council whose primary function is that of developing the rural construction program for the district. Members may include the District Chief, his staff, all Village Chiefs and possibly "key" citizens. The district chief must be encouraged to use this committee for developing and implementing the CA program. The committee enables the District Chief to increase his scope of activities by directing all Village activities simultaneously. This committee will also give the advisor an opportunity to influence the district activities. These same principals apply to villages and hamlets.

b. Dual Channel Concept. When projects are initiated through district and support is required from province, it may be necessary to stimulate action. One approach is to follow your counterparts requests with information through your advisory channels, informing the next higher headquarters about the request and asking them to insure appropriate action is taken. Figure 6 illustrates this procedure.

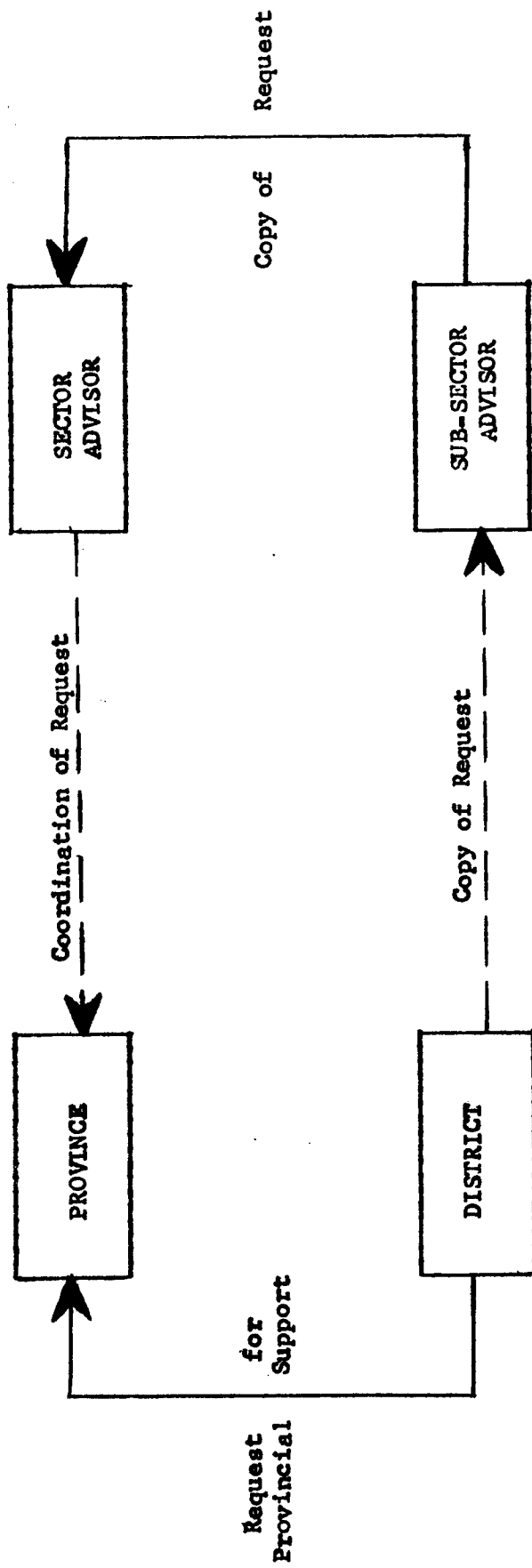


Figure 6. Dual Channel Concept for Requests.

c. CIDG Role. When only in the CIDG role, you, your VNSF counterpart and key individuals in the area should meet to discuss and plan the CA program. This program must then be coordinated with district and if possible province officials.

CHAPTER IV

FUNCTIONAL AREAS OF CIVIL AFFAIRS/CIVIC ACTION

SECTION 1. Health and Sanitation.

24. Health.

a. General. The people of Vietnam, like those of many developing countries, suffer from diseases which flourish on poor sanitation and ignorance of good personal and community health practices. This has led to a reported Vietnamese life expectancy of 35 years. Factors adding to these problems include:

- (1) Lack of trained medical personnel.
- (2) Lack of proper facilities.
- (3) The preponderance of VN doctors that are required in the armed forces (500 of 700).

The USASF doctor and USASF, LLDB and CIDG medics are well known for their accomplishments in meeting the medical needs of the people in the rural areas of Vietnam. This is an area of great need and has been one of the most successful methods used to develop the support of the civilian population. Special Forces should closely coordinate their medical treatment and training programs with the Vietnamese rural health programs.

b. Objectives. The objectives of the Special Forces medical civic action program are:

- (1) Provide guidance and assistance in establishing an improved government health program that will provide needed medical aid for the civilian population through health education, treatment and technical assistance.
- (2) Insure national health programs reach the rural population in the detachment operational areas.

25. GVN Rural Health Programs.

a. All civilian health matters, except medical, dental and pharmaceutical education, are the responsibility of the Ministry of Health, a division of the Ministry of Social and Cultural Affairs. Medical, dental and pharmaceutical education are the responsibility of the Education Ministry. At present, the rural health program is directed by the Administration General for Health Development which is a semi-autonomous agency of the Ministry of Health. The national health agencies are in the process of re-organization; however, it is not expected that this will effect the health programs at province or lower levels.

b. The GVN rural health program, heavily supported by USAID, is quite extensive by design. Although it is still in the process of development, it has proven successful in a number of instances. Close coordination with your provincial USAID representative will be beneficial in assisting you to develop the health program in your area.

26. Province Rural Health Program.

Province is the highest echelon where Special Forces CA personnel become directly involved in the rural health program. The following personnel are normally found on the province staff:

a. Medicine Chief. The Province Medicine Chief will head the rural health program for the province and as such, directly supervise all subordinate health workers. He is usually a medical doctor who has had some administrative training. He is responsible for all health activities in the province, including rural health development.

b. Rural Health Chief. The Rural Health Chief is responsible for touring the province and making recommendations to the Medicine Chief for improvements in the overall health program. He directly supervises district and village health facilities.

c. Health Educator.

(1) The Health Educator is responsible for raising the general level of health knowledge throughout the province. He should have movies, posters and pamphlets available to assist him in this program. It has become increasingly difficult to convince them to travel extensively throughout rural areas where they can be more effective. Every effort should be made to utilize health educators in all phases of the health program.

(2) Each province will normally have some type of hospital. Due to a lack of trained Vietnamese physicians, USAID is in the process of establishing US military surgical teams at province level. These teams are known as MILPHAP (Military Provincial Health Assistance Program) teams. Other Free World nations also sponsor surgical teams in a few provinces.

27. District Rural Health Program.

Most districts in Vietnam have some type dispensary, and many have maternities and infirmaries. A good percentage of these facilities have been built in conjunction with the USAID program. District health personnel may include the following:

a. District Health Chief. He is responsible for the district's health program and is usually a health technician or nurse with two to three years of professional training. Although a part of the district

staff, he is responsible to province and national health officials and is paid by the national government. This is true with the vast majority of technical service representatives on local government staffs.

b. National Midwife. The National Midwife found at district level will have up to three years professional training. They are usually competent in their work, but often lack administrative ability.

c. District Health Team. Some of the districts have rural health teams. Their function is to teach health education for the prevention of disease, give immunizations, visit the sick in their homes and arrange for nursing or medical care. The public health team is composed of three district health workers who are rural nurses with an additional two months training in public health, and a sanitary agent.

d. Hamlet Health Visitor. The hamlet health visitor is supposed to visit each house in the hamlet monthly to give symptomatic treatment, and refer persons who are seriously ill to the village dispensary or other medical facilities. They report on health conditions in the hamlet, conduct health education and give emergency first aid. They receive training at the provincial hospital and are authorized to dispense four (4) medicines; vitamin pills, diarrhea pills, expectant pills and aspirin. Upon completion of training, the Hamlet Health Visitor receives a certificate and a badge. This individual is a full-time health worker, working under the technical supervision of the District Health Chief and paid by the National Government. With guidance from Special Forces Medics and under their close supervision, the Hamlet Health Visitor's ability to help the people in his hamlet can be greatly improved.

28. Village Rural Health Program.

a. Over the last few years health services have been extended to approximately 2,500 villages. The Village Health Center is usually small, and intended to treat patients on an ambulatory or outpatient basis. It may include a maternity and beds for emergency cases awaiting evacuation to more sophisticated medical facilities.

b. The Village Health Worker may have up to 12 months' training in first aid and treatment of minor disorders. He is qualified to dispense 13 basic medicines including the four used by Hamlet Health Visitors. His efficiency can be increased through training and close supervision by "A" Detachment medics.

29. Procedures for Developing the Health Program.

a. In the sub-sector role, one USASF medic and one VNSF medic should have the primary duty of advising and assisting the district health staff. Every effort should be made to develop district health facilities to a standard where the local population can rely on them for standard outpatient treatment. This will relieve the load of minor cases treated by

team medics and will also leave the area with a functioning health program when the Special Forces team phases out.

b. The training of village and hamlet health workers can be accomplished by the US Special Forces medics. This technique has proven successful when the training program incorporates the Vietnamese curriculum. It is essential to insure the training fully meets standards set by the GVN. In most cases it will surpass the requirements of the curriculum, but if it does not incorporate all points of the GVN program the health worker cannot be recognized and paid by the Vietnamese Government. Copies of the curriculum are available through the Group Surgeon. Training charts and texts are available from the Assistant Group CA Officer at Camp Goodman in Saigon. He is responsible for coordination with the various divisions of USAID and can obtain these materials directly. They can also be obtained by requesting them through GVN channels.

c. The payment of local health workers has always been a problem. Part of this problem is eliminated when health workers are trained in a manner which includes all phases of the Vietnamese curriculum; thereby, enabling them to be officially recognized. Once this training has been completed, a complete dossier on the health worker and a certificate of completion must be forwarded through the district health technician to Province Medicine Chief for official recognition and initiating wages. It may require several months for the health workers salary to be approved. In the interim period it is authorized to pay health workers salaries with Cost Code 907 funds.

d. There are several procedures that can be used to establish hamlet and village health stations or dispensaries:

(1) Requests can be submitted through GVN health channels for approval of funds and materials for construction. These requests should give full information as to need, present condition and proposed structure. It should also include the names of personnel who will operate the dispensary and who will supervise construction.

(2) Funds can be programmed from province rural construction budget for hamlet self-help projects. Requests for these funds should be made to the Province Chief by the District Chief and/or Village Chief. In many cases funds will not be approved until the next year's budget.

(3) The MACV Revolving Rural Construction fund can be used to construct medical facilities and make interim payments to newly trained health workers. This fund only applies to teams operating in the sub-sector role.

(4) The civil affairs/psychological operations fund (Cost Code 907) can be used for the construction of medical facilities. This fund is available to all detachments.

e. Normal requests for medical supplies for GVN health workers, at all levels, will be submitted through the GVN health channels. Health workers receive medical supplies on a quarterly basis; however, they may receive additional supplies upon request. If such an additional request is submitted, it should be followed-up through advisory channels to expedite delivery. To follow-up requests, it is necessary to have the requisition number. Other sources of medical supplies include the following:

(1) LEDCAP. The LEDCAP program was discussed in paragraph 16. LEDCAP supplies can be requested through Special Forces channels to the "C" Detachment. The "C" Detachment surgeons are authorized to send these supplies to the requesting detachment. LEDCAP request forms should be available at the "C" Detachment. LEDCAP supplies are ideally suited for medical patrols.

(2) CARE. CARE distributes a midwifery kit. This kit can be requested on the CARE request form; however, delivery time may prove excessive.

(3) Catholic Relief Services (CRS). The medical supplies distributed by CRS are extremely basic, consisting primarily of vitamin pills, diarrhea medicine, bandages and sterile dressings.

(4) Printed Materials. A list of printed materials, health posters, booklets, pamphlets and charts, can be found in Annex IV. These materials are available through GVN health channels or by submitting a request to the Assistant Group CA Officer at Camp Goodman in Saigon.

30. Examples of Medical Civic Action Programs.

a. Medical Patrols. Medical patrols have been, and will continue to be, the most effective immediate, high impact, CA activity in Vietnam. By augmenting these patrols with health and propaganda talks, and the distribution of health items, their impact can be significantly increased. The CA/PSYOP Team discussed in Annex III is a prime example of how to implement these techniques.

b. Health Education. Classes in health education do not have the immediate impact of medical treatment; however, when presented as a part of an overall health improvement program they can have a significant long term effect. An ideal audience for health education classes is school children. They're an accessible audience and easier to influence than older people.

c. Training Health workers. The training of health workers helps to insure that there will be a health program remaining in the area after Special Forces depart. This is only true if the newly trained health workers are incorporated into the GVN health program.

d. The Repair and Building of Dispensaries. This provides relatively high impact and long range results. This type of project is ideally suited to self-help, but can be disastrous when a Vietnamese staff is not available to operate the facility.

e. Evacuation of Specialized Cases for Treatment. An example is sending children with "hair-lips" to US Doctors at province or higher level for treatment.

f. Care for Amputees or Other War Casualties. Camp Goodman, Saigon, has limited facilities for housing and care of amputees while they are being fitted for artificial limbs. Contact the Assistant Group CA Officer at Camp Goodman to make arrangements. This facility is primarily for CIDG and dependents, however, other cases can be handled in limited numbers.

g. Improving Medical Procedures at District Dispensaries. Detachment medics can help Vietnamese staffs improve their medical procedures by working closely with them in *the advisory role*.

31. Sanitation Program.

a. General. In Vietnam, as in most developing nations, there is little if any understanding of the relationship between proper sanitary practices and good health. People must be shown the advantages of good sanitation and personal hygiene before they will accept it.

b. Objective. The objective of the Special Forces sanitation program is to emphasize the need for proper sanitation through education and demonstrations; then satisfy this need through the development of a sanitation program which teaches proper techniques for waste disposal, water purification and personal hygiene.

32. GVN Sanitation Program.

The GVN sanitation program is rather limited. It consists primarily of Province and District Sanitation Agents. The District Agent is a member of the Rural Health Team while the Province Sanitation Agent operates independently. Their job is to work in villages to improve market and restaurant sanitation, public water supply, private water supply, and school and health center sanitation.

33. Techniques and Projects.

a. Techniques. Sanitation is the most frustrating and difficult CA area in which we operate. The people need sanitation, but it's difficult to sell them on the idea. We can't expect the rural Vietnamese and Montagnards to use latrines, potable sources of water or wash themselves simply because we tell them they should. This has no meaning to them. The most

effective technique is to demonstrate the advantages of practicing good sanitation and personal hygiene; use films, posters and talks to reinforce the demonstration. Examples:

(1) Many children in Vietnam have skin diseases that can be easily cured with soap and water. The advantages of personal hygiene can be clearly demonstrated by bathing one of their children daily until the sores disappear.

(2) Convince a family in a hamlet to clean their houses and yard, and wash their children and clothes. Then other people in the hamlet can see the advantages of sanitation and personal hygiene. A family that is well liked by the villagers should be selected.

(3) Encourage the selection of one individual (in most cases a village health worker) in each village or hamlet to be responsible for sanitation.

(4) Use CIDG and RF/PF troops to clean a section of a hamlet. The villagers may watch in amazement and amusement for a short time, but soon they will join in. This technique has been used effectively in China, North Vietnam and South Vietnam - it works.

(5) Use VMSF and CIDG medics, plus Village Health Workers to give personal hygiene and sanitation classes in the schools.

(6) If the children don't wash, don't give them candy.

(7) Use posters, films and talks to sell sanitation and personal hygiene to the people. Use the VIS team, if available, to conduct health information activities.

b. Examples of Sanitation Projects. The following projects should contribute to the improvement of sanitation:

- (1) Provide wells for potable water supply.
- (2) Provide latrines for waste disposal.
- (3) Sanitation and personal hygiene instruction to school children.
- (4) Provide trash disposal pits.
- (5) Clean up local markets.
- (6) Provide running water for markets.
- (7) Insect and rodent control.

SECTION 2. Education.

34. General.

Education is an important factor in the long range development of Vietnam. The best way to influence the attitudes of children is through an effective education program. Most ethnic Vietnamese understand the need for educating their children; however, many Montagnards have no desire to have their children attend school.

35. Objectives.

The objectives of Special Forces in the field of education are:

a. To assist in providing adequate primary schools and sufficient teachers to enable the children in the operational area to receive a primary school education.

b. To develop skills among the civilians that will contribute to the overall development of the area.

36. The GVN Education Program.

a. The GVN education program is advised and strongly supported by the Education Division of USAID.

b. Education Chiefs and teachers at all levels are controlled and paid by the Education Ministry in Saigon. This leaves the control at local levels quite inflexible unless the District Chief or Village Chief makes a concentrated effort to influence education activities and keep them aligned with development of the local area.

c. USAID makes it possible for the GVN Ministry of Education to provide the following services:

(1) School Kits for Students. When available, school kits are distributed to students upon the opening of new hamlet schools. They are provided by the Hamlet School Project (USAID-GVN) and should be in the hands of the Province Education Chief. If he doesn't have them, he should know when they will be sent to him by the Ministry of Education. School kits are also available through CARE or they may be purchased on the economy.

(2) Teacher Kits. These kits are furnished free of charge to Hamlet School Teachers who are taking the 90 day training course. They may also be obtained through Special Forces channels by requesting them from the Assistant Group CA Officer at Camp Goodman, Saigon. The kits consist of anatomy charts, maps, flash cards, "do-it-yourself" silk screen kits, "how-to-do-it" booklets, etc. They are very useful to the beginning instructor.

(3) Teacher Training Program. Under the Province Rural Construction Budget most provinces are authorized funds for staffing and conducting a teacher training program. The normal procedure is for the province to authorize training of one teacher per new classroom. The course is a 90 day period of instruction, and when completed the student is recognized as a qualified government instructor and immediately placed on the payroll. While attending the course, the student is authorized 800\$VN/month for subsistence and 200\$VN to cover travel expenses. If hamlet school construction is programmed for your area, you should coordinate with local officials to insure that a qualified individual is available to attend the teacher training program at Province.

(4) Textbooks. USAID in cooperation with the Ministry of Education has developed a series of textbooks for each elementary grade. These textbooks are issued to government schools on the basis of the Education Chief's enrollment report. The books are property of the Republic of Vietnam and are loaned to the students for use during the school year. If the books are lost the government must be reimbursed at the rate of 15\$VN/book.

(5) School Construction and Repair. Under normal conditions the construction and repair of schools would be handled by the Ministry of Education Budget. At present, most school construction and repairs are financed by the Province Rural Construction Budget. Each province is granted funds for the construction and/or repair of a specified number of hamlet schools each year. The standard allocation for construction of a hamlet school is 70,000\$VN, not including tin and cement which are furnished by the USAID Province Representative.

37. GVN Education Personnel.

a. At province, district and in some instances village level there is a Vietnamese Education Chief who is responsible to the national ministry for carrying out the education program in his area. Provincial Education Budgets are based on the Education Chiefs' reports; therefore, accurate records on the number of students enrolled, condition of educational facilities, and number of qualified teachers must be maintained at all levels.

b. At province level there are Rural Construction Education Cadre who assist in developing the province education system. They train new teachers, supervise hamlet school construction and assist in setting up proper local procedures for administering the education program.

38. Other Programs and Sources of Support for Education.

a. When operating in the sub-sector role, each detachment is authorized to use the MACV Revolving Rural Construction Fund to supplement school construction, repair schools, and purchase school supplies. If GVN funds are not available to pay school teachers, the fund may be used to pay the normal wage rates until funds are allocated by GVN.

b. Each detachment is authorized to expend Cost Code 907 funds for repair and construction of school rooms and, if necessary, the payment of teachers salaries. These expenditures are not to exceed a detachments authorized monthly allocation unless approved by the Group CA Officer.

d. School Kits and school supplies may be obtained by requesting them from the Assistant Group CA Officer at Camp Goodman, Saigon. These school supplies have GVN colors and pro-GVN slogans printed on them. CARE school supplies can be requested for normal support.

d. CARE has a complete school kit available upon request. The request must be submitted on CARE's standard request form. CARE requests should be sent to the Assistant Group CA Officer at Camp Goodman, Saigon. If CARE school kits are not available, your request will be filled by local purchase.

39. Examples of Education Projects.

a. Construction and Repair of Schools. Special Forces can assist in implementing government programs through the use of operational funds (Cost Code 907) or the MACV Revolving Rural Construction Fund. Another possible source is the fund for Rural Construction self-help projects.

b. Distribution of School Supplies. The sources for these supplies were discussed in the preceding paragraph.

c. Recruiting and Training Teachers. In addition to government programs to provide teachers, temporary teachers can be recruited from CIDG ranks or the local civilian populace.

d. Vocational Training Program. Some CIDG personnel may possess certain skills such as carpentry or blacksmithing. They can provide instruction for training others in these skills. CARE will provide blacksmith kits, carpentry kits, and masonry kits to personnel who have learned these skills.

e. English Classes. Some detachments have organized English classes for local troops and civilians. Many Vietnamese have the desire and determination to learn the English language. Special Forces personnel are encouraged to participate in this program.

f. School Lunch Programs. School lunch programs have been used as an incentive for getting reluctant parents to send their children to school. These lunch programs have proven to be effective with Montagnards. One disadvantage in this type activity is that GVN has no equivalent program; when Special Forces phases out, the program will probably be abandoned. If arrangements can be made to carry on the program through some local agency which will continue to support the program, it will be worthwhile.

g. Motivation of Montagnards. A psychological program aimed at stressing the need and advantage of attending school will help to increase

Montagnard interest and participation in education.

SECTION 3. Agriculture.

40. General.

a. In a speech by David E. Bell, Administrator of USAID, the need for agriculture improvement was stressed. It is becoming "increasingly plain" that greater emphasis must be placed on boosting agriculture in developing nations to avoid "very serious food shortages" in coming years. Large food donations from the US can only be an interim arrangement. "The only satisfactory long range solution is to produce more food in those developing countries where it is economical, or to strengthen their economies sufficiently so they can purchase the food *they need* on commercial markets."

b. The economy of Vietnam is based almost entirely on its agriculture production. Using improved farming methods, Vietnam is capable of producing *more than enough food to support its population.*

41. Objectives.

The objectives of Special Forces in the field of agricultural improvement are:

a. To bring better methods of crop and livestock production to rural Vietnam through the support of national agriculture programs and local agriculture representatives.

b. To provide better seed and breeding stock either through arrangements with the USAID supported Ministry of Agriculture or local procurement.

c. To demonstrate the effectiveness of new products and farming procedures.

42. GVN Agriculture Program.

The USAID supported and advised GVN Ministry of Agriculture provides the following programs and services for many Vietnamese farmers:

a. Agriculture Services and Extension. In most cases this program is staffed at national, province and district level. Basically, it consists of agricultural representatives who perform a free service in advising farmers on crop production techniques and act as advisors to the 4-T Youth Clubs.

b. Publications. A wide variety of leaflets, booklets and posters explaining improved techniques for farming, and GVN programs designed to support these techniques are available through GVN agriculture channels or by requesting them from the Assistant Group CA Officer at Camp Goodman.

A list of available publications is enclosed as Annex V. These publications are primarily in the Vietnamese language.

c. Crops and Livestock.

(1) Plant Protection. Plant protection is provided to local agriculture representatives in the form of insecticides, fungicides and rodenticides. As part of the rural construction program, many provinces are provided with hand sprayers which can be used by farmers on a loan basis.

(2) Fertilizer. USAID has imported fertilizer to be distributed through the GVN Agriculture System. In I and II Corps it is distributed free, while in other areas it is sold at a subsidized price. Arrangements for obtaining fertilizer, and advice on methods, timing, and rates of application can be made through the local agriculture representative and USAID Province Representative. The supply of fertilizer is limited by the availability of transportation.

(3) Seed. Free seed is available for farmers in I and II Corps. It is available from the USAID Province Representative or from the Assistant Group CA Officer at Camp Goodman. The request for seed should contain information as to type of soil, amount of rain fall, location to be planted and the type program for which the seed will be used.

(4) Seed Multiplication Program. The seed multiplication program is designed to provide increased amounts of improved seed. Participants in this program are given enough seed to plant one hectare. They must allow the crop to mature and turn to seed which they sell to the Agriculture Chief. A one hectare crop will normally produce enough seed to plant ten additional hectares. Several factors should be considered before attempting to initiate this program:

(a) The participating farmer must have enough land to provide for his normal food needs plus at least one additional hectare to use for seed multiplication.

(b) The Agriculture Chief and farmer must agree on the price at which the farmer will sell his seed.

(c) This program should only be attempted in areas where it can be closely supervised.

(5) Livestock Improvement Program. USAID has imported pigs, rabbits, ducks and chickens to be used by the Ministry of Agriculture in up-grading the quality of local animals. The breeding stock can be borrowed or purchased from the agriculture service and bred with local animals to improve quality. Care must be taken to insure that breeding stock are not butchered or sent to market. One method of control is for the "A" Detachment to keep the males and breed them with local animals at the farmers

request. Arrangements will have to be made to transport the breeding stock from the closest breeding station to the farmer. Before initiating such a program, be sure there is local interest. If stock is obtained from other than GVN sources, coordination should be made with the nearest GVN animal husbandry technician to obtain recommended immunizations.

d. Agriculture Resources Development.

(1) Land Reclamation. Large scale irrigation and water control projects are normally developed at province level under the guidance of the USAID Province Representative. If such a project appears to be needed and is feasible, the problem should be directed to province. At "A" Detachment level, self-help projects using local material, local labor and individual initiative are the best answers to irrigation and drainage problems.

(2) Fish Ponds. USAID's "Guide to Self-Help" contains information necessary to establish a local fish pond on an individual or cooperative basis. The GVN has established several fish hatcheries to develop large numbers of fish which will thrive and rapidly multiply in easily constructed ponds. This program is of particular value in the highland area where fish are not readily available. Fish require no up keep, and no source of food other than natural elements found in the pond; they multiply rapidly, and are a good source of nutritious food.

43. Other Programs and Sources of Agriculture Support.

a. Rural Construction Cadre. Most provinces are authorized rural construction funds to pay agriculture cadre who conduct short schools for farmers, informing them of improved methods of obtaining higher crop yields. These cadre also administer other rural construction agriculture programs including the loan of hand sprayers for insecticides, crop plantings and technical advice.

b. International Voluntary Services (IVS). IVS has qualified agriculture specialists serving in scattered locations throughout Vietnam. Although their present staff is small, a large increase is programmed for the near future. The IVS Agriculture Representative works very closely with local farmers teaching them better farming methods. They also act as coordinators for USAID programs. If an IVS representative is in your area, he can be helpful in developing the agriculture program. IVS representatives can be contacted through your province USAID Representative.

c. MACV Revolving Rural Construction Fund. This fund can be used to supplement and/or stimulate the programs encompassed in the rural construction budget.

d. Operational Fund Cost Code 907. The "A" Detachments Civic Action/Psychological Operations fund can be used to purchase seed and breeding stock if they are not available through other channels.

44. Agriculture Projects.

a. Locating the Agriculture Agent. One of the first steps toward developing your agriculture program should be locating the nearest GVN agriculture representative. If one is available, he can be a great asset when given support and direction. In many cases it will be advantageous to arrange for the Province Agriculture Chief to visit your area. He can assist in making the GVN agriculture programs available to the local populace in your area.

b. Crop Storage Facilities. The construction of safe warehousing facilities for produce provides protection from both weather and VC taxation.

c. Livestock Breeding Programs. This program can be established through GVN channels or Special Forces channels. By obtaining superior breeding stock and crossing them with local stock, livestock production can be greatly increased. Several Detachments have had success with this program in the past. Prior to entering too deeply into this program you should consider the reliability of the source of food to maintain these animals. You should also consider the fact that better breeds of pigs, chickens, etc., are much more delicate than the local animals.

d. Introduction of New Crops. In some areas it is possible to obtain information from USAID, IVS or GVN Agriculture Representatives located at province and district level on the possibility of introducing new crops which could be grown in your area. The job will then become one of introducing this crop to the people and demonstrating its merits.

e. Land Clearing. There is a growing need for more farm land, particularly in refugee areas. By providing tools and possibly arranging for heavy equipment, previously unusable land can be put into production. In many cases it can be given to the refugees and will probably be the first time they ever owned the land they till. In some areas USAID can provide bulldozers and tractors for land clearing operations.

f. Fish Ponds. As mentioned previously, fish ponds are an ideal source of inexpensive, highly nutritious food. Fish can be obtained from any of the national fish hatcheries, shown in Figure 7. Personnel at Fishing Culture Stations will give civilians and CLDG personnel training in building fishing ponds and fish production. If assistance is needed, contact the Group CA Officer in Nha Trang. The possible potential of this particular program cannot be overemphasized. Annex XI contains information on how to build fish ponds.

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SECTION 4. Welfare and Refugees.

45. Welfare.

The primary welfare problem facing "A" Detachment Commanders is that of CIDG troops and their dependents. The only source of support for these troops and their dependents is the detachment operational fund. Cost Code 907 funds can be expended on projects which will improve the welfare of CIDG dependents. Construction of dependent housing must be approved by Hq, 5th SFG before funds are expended. The importance of actions to improve the conditions of the CIDG and their dependents must not be underestimated. CIDG are more loyal and fight better if they are convinced that the VNSF and USASF are concerned with their welfare. Another important aspect is that CIDG troops cannot be expected to demonstrate interest in civic action projects to help other civilians when the conditions of their dependents are worse than those of other civilians in the area.

46. Refugees.

a. Refugees in Vietnam. The refugee problem in Vietnam has been increasing, and it will continue to grow in magnitude as combat operations force more and more families from their homes. The handling of refugees during the initial stages of processing is extremely important. If they are provided with concrete evidence that the GVN is interested in their welfare, they may be convinced that it's to their advantage to support the government.

b. Refugee Problem. The influx of refugees into "A" Detachment operational areas can present problems for Special Forces and their counterparts if necessary actions are not taken to meet the needs of the refugees. Refugee assistance is the responsibility of the Province Chief; however, refugees become a concern of Special Forces when they move into detachment operational areas. Failure to quickly meet the needs of refugees has the following implications:

(1) Food: refugees can be a drain on food resources of the detachment and the area.

(2) Security: if refugees are not properly organized, interrogated, identified and controlled they may become a threat to the security of the area.

(3) Propaganda: the failure of GVN to assist refugees can be exploited by VC propaganda to gain civilian support.

c. Refugee Assistance.

(1) The Government of Vietnam has two classes of refugees, handled by two different ministries. In general terms, a "refugee" is an

individual who has fled his home due to combat operations in the area which have made his land untenable and/or destroyed his home. "Refugees", as defined by the GVN, receive support from the Ministry of Social Welfare through the local social welfare leader. The other class of refugees who are termed "relocatees" by the GVN are persons who are resettling in a new area in an effort to flee Viet Cong domination. The "relocatee" is supported by the GVN Ministry of Rural Construction. The real difference between a refugee and a relocatee is a question of permanence. A refugee who resettles in a new area becomes a relocatee, and will be authorized relocatee benefits from the Ministry of Rural Construction.

(2) Refugees are authorized a subsistence allowance of 7\$VN/day/individual to buy rice at government supported prices. They can also receive blankets and clothing from the Social Welfare Chief.

(3) Relocatee families can receive 3,500\$VN for housing, and a rice allowance not to exceed 3,000\$VN over a six-month period. This program is funded by the province rural construction budget.

(4) Although there are sufficient GVN programs to handle most refugee problems, there is a definite time lag between the arrival of refugees and the arrival of funds, food and materials to support them. To reduce this time lag, District Chiefs should be encouraged to prepare a Refugee Contingency Plan. "A" Detachments not in a sub-sector role should also prepare a Refugee Contingency Plan if there is a possibility of refugees moving into their area.

d. Procedures for Obtaining Refugee Relief.

(1) Courses of Action.

(a) When refugees move into an "A" Detachment Operational area, the "A" Detachment Commander and his counterpart should notify the Province Chief, Province USAID Representative, and "B" or "C" Detachments. District Chiefs are required to submit to province a list of all families who need aid, and a planned program for the distribution of aid and disposition of refugees. The Province Chief must recognize the people as refugees before he will provide assistance.

(b) If it becomes evident through coordination with Province and the Province USAID Representative that the Province Chief will not or cannot provide supplies and food for the refugees, and a critical situation may result, the "A" Detachment should take the following action: request the Province USAID Representative notify the Regional USAID office of the refugee problem; and, request the "C" Detachment Civil Affairs Officer coordinate with the Regional USAID office concerning the problem. Most problems can be solved through the above coordination.

(c) If the refugee situation cannot be satisfactorily settled through the above coordination, the "C" Detachment should notify

the Group Civil Affairs Officer, who will coordinate with the USAID Refugee Coordination Committee in Saigon. Detachments C-3 and C-4 can coordinate directly with the Assistant Group CA Officer, Camp Goodman, Saigon. The following information should be forwarded to the Group or Asst Group CA Officer to enable adequate coordination:

- 1 Location of Refugees.
- 2 Number of Refugees.
- 3 When refugees moved into the area.
- 4 Coordination made with province.
- 5 Why Province Chief will not or cannot support.
- 6 Type and amount of support needed.

(d) Special Forces personnel and their counterparts should make every effort to get support for refugees through GVN and USAID channels. We must understand that refugees are the responsibility of the Province Chief. Technically, all action taken in regard to refugees must be done with his approval.

(2) CARE and Catholic Relief Services.

(a) CARE will provide rice, soap and some farm implements upon receipt of a CARE request form. However, their reaction time may be poor because these items are not always in stock.

(b) Catholic Relief Services (CRS) can procure large quantities of bulgar wheat, corn flour, canned milk, cooking oil and used clothing. Items should be requested from CRS through the Assistant Group CA Officer at Camp Goodman. Detailed information on Catholic Relief is presented in paragraph 63.

e. Refugee Contingency Plan.

(1) Orientation. Refugees should be told what will happen to them in the near future, what will be made available to them by the GVN, and what is expected of them. This is an excellent opportunity to begin pro-government psychological operations. An orientation will assist in reducing the anxiety and fears of the refugees, and help insure their cooperation during the processing.

(2) Interrogation. It should be assumed that refugees are infiltrated with VC or VC supporters. Plans must be made to interrogate the refugees in order to identify the VC and to gain information that will lead to successful military operations.

(3) Registration. Identification cards should be checked and if not in the possession of the individual some type of registration card should be issued for control purposes. A complete list of family members should be recorded. Immediate members of the family who are not with the refugee group should be noted.

(4) Health Examination. Each refugee will need at least a brief physical examination to prevent possible epidemics. It may be necessary to inoculate large groups of refugees. In addition to physical examinations, sick calls in refugee villages will have an immediate and favorable effect.

(5) Distribution of Food and Supplies. As part of the contingency plan, "A" Detachments may store basic supplies or have them readily available at some other location. Sources of these supplies are discussed in paragraphs 62 and 63.

(6) Location of Refugees. If it is planned to locate refugees on a permanent or semi-basis, the contingency plan should include a pre-designed area for refugees to build homes and to farm.

(7) Indoctrination. An indoctrination program for the refugees should begin with their initial movement into the area. The refugees should be subjected to intensive talks and printed matter that will convince them it is to their advantage to support the GVN. An indoctrination program is most effective when timely and constructive actions have been taken to assist refugees.

SECTION 5. Transportation.

47. General.

Transportation projects conducted by Special Forces are limited in size and scope. Projects should be aimed at improving transportation between hamlets and villages within relatively pacified areas.

48. Objectives.

The objective of transportation projects is to provide adequate transportation between local hamlets and villages within the scope and limitations of available resources and existing security conditions.

49. Procedures.

a. Public Works. The public works department at district will usually have some equipment and personnel available to repair roads and bridges. These repairs are programmed annually and cannot be diverted to other projects; therefore, unless the project is already planned by the GVN, you must turn to other sources for material and labor.

b. MACV Revolving Rural Construction Fund. This fund is available to all detachments in the sub-sector role, and can be used to augment district public works programs when other funds are insufficient.

c. Civic Action/Psychological Operations Fund (Cost Code 907). This fund which is available to all detachments, and can be used best to supply materials for self-help projects; i.e., bridge repairs and building.

d. USAID. The USAID Province Representative should be contacted for assistance in developing large scale projects for improving transportation facilities.

50. Examples of Transportation Projects.

a. Security for Transportation. A project which can be of significant value to the local population is to provide security for transportation facilities or for the actual movement of goods in and out of the area. In some areas convoys have been organized to move supplies to and from markets.

b. Providing Transportation. Although most transportation equipment is tied up hauling military supplies, many detachments have made use of available aircraft space to support the civilian population. In at least one camp U.S. Government aircraft have been made available through USAID and military channels to transport food and supplies which can be sold in the local villages at a legitimate price. Prior to this time Viet Cong taxation on routes into the area had caused prices to become prohibitive. Transportation can be a decisive factor in developing local economy in "A" Detachment operational areas. Commanders should insure that transportation is utilized to its maximum potential. When military supplies do not comprise a full load, the remaining transportation capability should be made available for hauling civilian products and merchandise. The transportation of community store items for CIDG troops is an example of this arrangement.

c. Repair or Construction of Roads and Bridges. The repair and construction of roads and bridges is ideally suited to self-help projects. Materials and money are available to support these projects from the sources listed in the previous paragraphs. Self-help projects should be confined to the local area where the completed project will be of direct benefit to those people contributing the labor. Road improvement, bridge building and bridge repair have influenced people to move from VC controlled areas to areas controlled by GVN. Providing the people with the capability to move their goods to market contributes to improving the economy of rural areas.

d. Drainage. One major problem with almost all Vietnamese road systems is the lack of adequate drainage which causes them to wash out during each rainy season. Local GVN officials should be convinced to build roads with good foundations and adequate drainage. This will provide better utilization of the roads throughout the year.

SECTION 6. Commercial Development.

51. General.

Commercial development is the establishment or improvement of local facilities or activities, involving the exchange of money or goods, for goods or services. It can range from development of simple markets to the construction and repair of local industrial facilities.

52. Objective.

a. The objective of Special Forces in commercial development is to help establish and improve worthwhile businesses, thereby, stimulating the economy.

b. In many cases there are damaged light industries which can be repaired and be of great help to the local community, both in providing jobs and needed products. Commercial development can be something as small as a one man bicycle shop or blacksmith shop, or something on a larger scale such as a saw mill or brick kiln. It can also include service type businesses, such as the river taxi service at Hai Yen.

53. Sources of Improved Procedures.

a. Skills. In many cases a business can be improved with just a suggestion, at little or no cost.

b. USAID. The USAID Provincial Representative can request special tools and tool kits for aiding small businesses.

c. CARE. CARE usually stocks blacksmithing kits, carpentry kits and mason kits which can be obtained by submitting a CARE request to the Assistant Group CA Officer at Camp Goodman. These kits are to be issued to qualified personnel and a certificate stating that the prospective user of the kit has received adequate training, should accompany the request.

54. Examples of Commercial Development Projects.

a. Repair of Existing Business.

b. Merchants and Farmers Cooperatives.

c. Construction of Markets.

d. Transportation of Raw Materials and Finished Goods.

e. Binh Hung River Taxi. The Special Forces teams and local people at Binh Hung have established a river taxi service. The profits from this enterprise have been used to start a brick kiln in the area. In this manner a number of services and products can be made available to the people with very little outside support.

f. Charcoal Production at Phu Quoc. Nung refugees at Phu Quoc Island built a local charcoal production facility which enabled them to become partially self-sufficient.

g. Handicraft. In some rural villages, handicraft businesses, i.e., making bows and arrows, baskets, cloth, and spears, have provided an additional source of income for the people.

SECTION 7. Resources Control.

55. General.

In order to establish government control of an area, military operations must be followed with strictly enforced population and resources control measures. Clearing operations may rid an area of Viet Cong combat units, or cause them to disperse to such an extent that they can not conduct effective military operations. However, unless sufficient military forces are available to occupy the entire operational area, some type of organization must be established to control the population and resources, eliminate the VC infrastructure, and establish a friendly infrastructure. The National Security Police is the GVN organization having primary responsibility for population and resources control. The Public Safety Division (PSD) of USAID has primary advisory responsibility. Unfortunately, there are neither enough National Police nor PSD advisors available to fulfill all the needs for population and resources control. It may be necessary to use CIDG or RF/PF to augment the National Security Police effort.

56. Objective.

The objective of the population and resources control program is to extend control over the population and to reduce Viet Cong control by destroying their infrastructure, and reducing their intelligence and material support.

57. Procedures.

This objective can be accomplished through one or more of the following procedures:

a. Coordinate with local officials to determine what police support is available in the area and how much additional support can be obtained from higher levels.

b. If adequate police support cannot be made available, coordinate with the PSD representative and the local police chief to determine the feasibility of using CIDG or RF/PF troops to augment the population and resources control program. Close coordination with all police agencies is essential.

c. Determine what resources control measures have been directed by province and how you can assist local officials in carrying out their directives.

58. Population and Resources Control Measures.

a. Through coordination with local and province officials the following population and resources control measures should be implemented where possible:

- (1) Curfew.
- (2) Identification Cards.
- (3) Check Points.
- (4) Family Census Books.
- (5) Road Blocks.
- (6) Commodity Controls.
- (7) Raids.
- (8) Establishing friendly infrastructures.

b. Discussion:

(1) Curfew. A curfew is one of the control measures which can be readily initiated. Most provinces have established curfews; however, the degree to which they are enforced at the local level varies from village to village. Enforcing the curfew becomes a problem because of a lack of personnel, the VC situation, and a reluctance to enforce it by many local officials. Thorough coordination must be made with local officials before CIDG and RF/PF are used to enforce curfews.

(2) Identification Cards. The GVN has directed that all personnel 18 years of age and above carry identification cards. Many areas have not been capable of achieving this goal, because it requires a large amount of paper work initiated and forwarded to the National Government. Many local governments are not capable of supporting this administrative burden. As an alternate solution, attempts should be made to get the local government to issue an interim identification card. This will assist in controlling the population.

(3) Check Points. Check points are fixed installations where personnel and vehicles are searched for unauthorized items, and identification papers are checked.

(4) Family Census Book. The family census book is a permanent official document which should be prepared for each household. It includes a picture of all residents and pertinent information on each. This book enables police to detect unauthorized or missing individuals. This is a rather sophisticated control measure and will usually be found only in the more pacified areas.

(5) Road Blocks. Road blocks accomplish the same purpose as check points, but are mobile.

(6) Commodity Control. In most areas where Special Forces operate the only items which can be controlled are weapons, ammunition, explosives and some medical supplies.

(7) Raids. Raids are conducted on homes and business establishments on an unannounced basis to enforce control measures: curfew, ID Cards, commodity controls. When conducting raids it is best to be accompanied by the National Police who have search and seizure authority at all times.

(8) Establishing Friendly Infrastructure.

CHAPTER V

OTHER PERTINENT INFORMATION

SECTION 1. Funding.

59. Special Forces Funding.

a. Special Forces detachments are authorized funds to conduct civic action and psychological operations. These funds, chargeable to cost code 907, are part of the detachment operational fund. The amount of funds allocated each detachment for 907 expenditures depends on the detachment level, detachment mission, and camp phase. The camp phase is determined by the instruction set forth in LOI #1.

b. "A" Detachments in the CIDG or CIDG/SS role are authorized the following monthly expenditures.

<u>Phase</u>	<u>Piasters</u>	<u>Equivalent US</u>
I - Preparation	-0-	-0-
II - Clear	25,000\$VN	\$345.00
III - Secure	60,000\$VN	\$830.00
IV - Develop	36,000\$VN	\$500.00

c. "A" Detachments which are solely in the sub-sector advisory role are authorized 20,000\$VN monthly (approximately \$280.00). "B" and "C" Detachments are authorized 36,000\$VN monthly. Detachments in Phase I can request funds from "B" or "C" Detachments for specific projects, or if the need exists, they can receive a special monthly allocation by submitting a request through channels to the Group CA Officer.

d. Strict limitations are not placed on the use of civic action/psychological operations funds. This allows flexibility in using the fund where it can do the most good. It does not mean that good judgement and sound planning can be disregarded. Authorized expenditures include the following:

(1) Water Facilities. This includes construction, repair and maintenance of water facilities, as well as the purchase of wells, pipelines, water purification materials, pumps, filters and similar items necessary to provide potable water to villagers and refugees.

(2) Dispensaries. Funds are authorized for the construction, repair, and maintenance of dispensaries and aid stations.

(3) Hospitals. Assistance is authorized, with the approval of the Group CA Officer, for hospitals and similar institutions.

(4) Welfare. Funds may be expended for emergency housing, clothing and feeding.

(5) Construction. The construction of private, public and religious buildings and facilities, to include CIDG dependent housing, market places, and orphanages is authorized, provided they are not supported by other agencies. Construction of CIDG dependent housing must be approved by Hq, 5th SFG.

(6) Education. This is considered one of the most important facets of the CA program. The construction, repair and expansion of school buildings, as well as the purchase of school supplies, is an authorized expenditure of Cost Code 907 Funds.

(7) Health and Sanitation. This includes the expenditure of funds for training health workers and midwives. Essential supplies needed by medical patrols, which provide the only medical assistance to isolated areas, may be charged to this fund. Expenses incurred in insect and rodent control, construction and maintenance of latrines, garbage disposal areas and like items are considered authorized expenditures.

(8) Public Works. Cost Code 907 funds may be used to construct or repair roads and bridges.

(9) Agriculture and Industry. Improvements in agriculture and industrial programs are authorized.

(10) Psychological Exploitation of Civic Action. Psychological exploitation of civic action on behalf of the local and national governments is accomplished through the purchase and distribution of propaganda gimmicks such as candy, health kits, school kits, T-shirts, and like items.

(11) Psychological Operations Activities. The CA/PSYOP fund can be used to support drama teams, and purchase leaflets, magazines, and newspapers.

e. If you need additional funds to support worthwhile projects, you can request them through channels from the Group CA Officer. The request should include a full description of the project and estimated cost. The construction of CIDG dependent housing is one of the projects which can be authorized funds.

f. The Assistant Group CA Officer at Camp Goodman procures large quantities of CA supplies for distribution to detachments. A letter was sent to all detachments outlining procedures to be used and items available. It is enclosed as Annex VI.

60. MACV Revolving Rural Construction Fund.

a. Every detachment in the sub-sector advisory role is authorized a 50,000\$GVN revolving imprest fund to support civil affairs/civic action activities. This fund is primarily designed to support the same type programs as the Province Rural Construction Budget. It is to be used as a stimulant for initiating worthwhile projects.

b. Authorized uses and accounting procedures are explained in the MACV letter "Revolving Rural Construction Fund", dated 6 September 65.

SECTION 2. Voluntary Agencies.

61. General.

a. Voluntary agencies add significantly to the Special Forces CA program by providing large quantities of supplies at no cost to requesting detachments. When working with voluntary agencies certain factors must be taken into consideration:

(1) Voluntary agencies depend on contributions for their support; therefore, publicity is essential to their success. Maximum cooperation should be extended to voluntary agencies in their search for photographs and stories which will enhance their stateside publicity.

(2) Voluntary agencies are under no obligation to support any particular military unit. In many situations Special Forces provides them the best means of distributing supplies to areas where they will do the most good. Most voluntary agencies will gladly support the Special Forces program if they receive the necessary "feedback".

b. Assistance requested from voluntary agencies should be coordinated with the Assistant Group CA Officer at Camp Goodman.

62. CARE.

a. CARE's program for aid to foreign countries is designed to give people a start toward improving their conditions. They also provide some emergency relief supplies. The CARE program is primarily aimed at providing supplies to institutions or individuals who do not, or cannot, receive help from the United States or Vietnamese Governments. As an example, CARE gives priority for school kits to private and self-help schools, rather than those established by the GVN Ministry of Education.

b. The CARE organization prefers to have their commodities distributed by U.S. personnel; however, in view of our advisory role distribution can best be accomplished jointly by US and Vietnamese Officials.

c. A complete list of CARE commodities and a sample CARE request form is provided in Appendix A to Annex VII. When a CARE request form is completed it should be forwarded to the Assistant Group CA Officer at Camp Goodman.

63. Catholic Relief Service (CRS).

a. Catholic Relief provides clothing, food and limited health supplies to needy families. They may also supply financial support to Catholic orphanages and schools. When USAID opened the Office of Refugee Coordination, CRS shifted its primary emphasis from refugee relief to relief for RF/PF and CIDG dependents.

b. A list of CRS supplies and a sample request are enclosed as Appendix B to Annex VII.

64. International Rescue Committee (IRC).

The International Rescue Committee became active in Vietnam during the past year. One major contribution to Special Forces has been the provision of medical supplies. The supplies are distributed to "A" Detachments for use on medical patrols. IRC also provides financial support for orphanages and hospitals.

SECTION 3. Reporting.

65. Monthly Operational Summary (MOPSUM).

a. The civil affairs portion of the MOPSUM is the only CA report required by 5th Special Forces Group Headquarters. It is submitted through channels to arrive at Group Headquarters not later than the 5th day of the succeeding month. The "B" and "C" Detachments determine what dates to require subordinate units to submit their reports.

(1) Narrative Summary. The narrative summary is an eight (8) paragraph report consisting of the following information (if the paragraph is not applicable it will be so indicated):

(a) General Evaluation. This paragraph is a narrative summary of the CA program during the reporting period. It includes CA highlights and areas emphasized.

(b) List of CA Items Distributed.

(c) Successful CA techniques and operations of interest to others.

(d) Examples of how CA contributed to an improvement in the intelligence collection effort.

- (e) Refugee Situation.
- (f) Number of projects initiated, completed and carried forward.
- (g) Problem Areas.
- (h) Change in CA/PSYOP personnel.

(2) The Project Status Report. The civic action status report is a listing of CA projects. The format is shown in figure 8.

66. MACV Reports.

Although the 5th Special Forces Group requires but one Civic Action Report monthly, detachments operating in the Sector and Sub-Sector role must submit other reports through MACV channels.

SECTION 4. Psychological Aspects of Civic Action.

67. General.

In conducting the CA Program we must consider the following psychological aspects:

- a. How propaganda can be used to sell civic action projects to the people.
- b. How civic action projects can contribute to the propaganda effort.

68. Propaganda Support for CA Programs.

Propaganda (information) activities should be conducted to convince the people of the importance of taking necessary actions to improve their condition. Examples of how propaganda can be employed to accomplish this are:

- a. Use talks, printed matter, films and demonstrations to convince the people to practice good personal hygiene and sanitation. Health and sanitation posters, leaflets and charts are available from the Assistant Group CA Officer in Saigon (See Annex IV for a list of available materials). Films on sanitation and hygiene are available from the Province JUSPAO Representatives and the "C" Detachments. Talks on sanitation and personal hygiene should be given to villagers, particularly school children, by V SF and CIDG medics, and Village Health Workers. Printed materials should be placed on information boards in each hamlet.

CIVIC ACTION STATUS REPORT

PROJECT NUMBER	LOCATION	PROJECT DESCRIPTION	FUND	DATE STARTED	STATUS	REMARKS

Figure 8. Project Status Report

b. Booklets, posters and handbills that explain improved techniques in agriculture and animal husbandry are available from the Province Agricultural Representative, Province USAID Representative and the Assistant Group CA Officer at Camp Goodman (See Annex V for a list of information available). Printed materials plus talks and demonstrations by agriculture representatives from Province, District and the CIDG can influence the people to use better techniques that will significantly increase their production in agriculture and animal husbandry.

69. Civic Action to Support the Propaganda Effort.

a. To effectively employ CA we must consider the propaganda effect of each CA project. That is, will the project assist in convincing the people to support us? Planned actions are the most effective means we can use to influence people. This is especially true in areas where the majority of the people are illiterate and understand only simple ideas which are related to their own experiences. One action that benefits the people can accomplish more than hours of talking and thousands of printed words. Actions convey a meaning to all people. Words, especially to people in rural areas, may have little meaning. The following are considerations that should be made to gain maximum propaganda effect from the CA program:

(1) CA projects should be planned and executed based primarily on their psychological effect; i.e., gaining civilian support. To accomplish this we should insure, in so far as possible, that projects are consistent with the desires of the people.

(2) CA projects, and CIDG and RF/PF troop assistance on projects should be exploited by propaganda. This will make more people aware of the actions the GVN is taking to assist them, and will increase the impact of the action on the populace. Means available to do this include opening ceremonies, leaflets, posters, newspapers, loudspeakers, and face to face communication (word of mouth). Posters showing civilians and local troops working together on projects, are an excellent means of developing a good relationship with the people.

SECTION 5. Duties of Civil Affairs Personnel.

70. General.

Other sections of the guide explain various duties performed by CA personnel. This section gives a listing of the duties for each level of command.

71. Group Civil Affairs Officer.

a. Advise the Group Commander and staff on all activities pertaining to civic action.

b. Advise, assist and support the VNSF concerning civic action and coordinate with them on all CA plans, directives, and operations.

c. Insure that CA policies of the Group Commander are implemented by subordinate detachments.

d. Evaluate the CA programs of Special Forces detachments, make recommendations and take actions to improve the effectiveness of the programs.

e. Visit subordinate detachments to assist, advise and provide guidance in planning and implementing the CA program.

f. Coordinate with US, GVN and welfare agencies concerned with CA: USAID, USARV, MACV, CARE, Catholic Relief, JUSPAO and GVN Ministries.

g. Supervise the allocation and expenditures of CA/PSYOP Funds (Cost Code 907).

h. Purchase and distribute CA supplies to subordinate detachments.

i. Plan and coordinate the assignment of CA/PSYOP personnel.

j. Coordinate with the Civil Affairs School, Fort Gordon, Georgia, and the Special Warfare School, Fort Bragg, North Carolina, concerning training of CA personnel, and CA techniques and methods of operation being used in Vietnam.

k. Submit CA reports to USARV and MACV.

l. Present CA briefings to all incoming personnel.

72. "C" Detachment Civil Affairs Officer.

a. Advise the "C" Detachment Commander and staff on all activities pertaining to civic action.

b. Advise, assist and support the VNSF concerning civic action and coordinate with them on all CA plans, directives and operations.

c. Insure that CA policies of the "C" Detachment Commander are implemented by subordinate detachments.

d. Visit subordinate detachments to assist, advise and provide guidance in planning and implementing the CA program.

e. Evaluate the CA programs of subordinate detachments, make recommendations and take actions to improve the effectiveness of the programs.

f. Consolidate monthly CA reports from subordinate detachments and forward to Hq, 5th SFG.

g. Consolidate requests for CA supplies from subordinate detachments and, when appropriate, forward to the Assistant Group CA Officer, Camp Goodman.

h. Distribute CA supplies to subordinate detachments.

i. Coordinate with the Regional USAID office to obtain support for subordinate detachment operational areas.

73. "B" Detachment CA/PSYOP Personnel.

The scope of the activities of the "B" Detachment CA/PSYOP personnel will vary with the mission of their unit; i.e., control, or sector advisory role and control.

a. Control.

(1) Advise the "B" Detachment Commander and staff on all activities pertaining to civic action.

(2) Advise, assist and support the VNSF concerning civic action and coordinate with them on all CA plans, directives and operations.

(3) Insure that CA policies of higher headquarters and the "B" Detachment are implemented by subordinate detachments.

(4) Visit subordinate "A" Detachments to advise, assist and guide them in planning and implementing their CA program.

(5) Provide subordinate "A" Detachments CA supplies that meet their requirements.

(6) Coordinate with Province officials, Province USAID and JUSPAO Representatives, and Sector S-5 concerning CA support for "A" Detachments.

(7) Consolidate requests for CA supplies from subordinate "A" Detachments and, when feasible, forward to Asst Group CA Officer, Camp Goodman.

(8) Evaluate the CA programs of subordinate "A" Detachments, make recommendations and take actions to improve the effectiveness of the programs.

(9) Consolidate monthly CA reports from subordinate Detachments and forward to the "C" Detachment.

b. Dual Role - Sector Advisory and CIDG.

(1) Coordinate with the Province USAID Representative and Province Rural Construction Representative concerning the overall provincial rural construction program.

(2) Coordinate with Province Representatives of the various National Ministries to insure you understand their organization and programs. Determine and recommend the most effective means of getting these programs to the rural areas where they are needed, but frequently never reach.

(3) Submit a weekly CA report to the appropriate Division G-5 Advisor.

74. "A" Detachment CA/PSYOP Personnel.

The duties of the CA/PSYOP Officer and NCO at the "A" Detachment will vary depending on the mission of the detachment; i.e., CIDG or dual role of sub-sector and CIDG.

a. CIDG.

(1) To advise, assist and support VMSF counterpart in planning and implementing the CA program.

(2) To coordinate, in conjunction with your counterpart, with local and Provincial Officials concerning projects programmed for your operational area. Insure proposed projects are in line with and support the Province program.

(3) To advise and assist your counterpart in conducting a survey of each CA area to collect information on which to base your CA plan.

(4) To establish and implement a CA plan designed to gain the support of the people and extend the control of GVN.

(5) Use the dual channel concept to insure necessary GVN support is made available to your area.

(6) Request CA supplies not available from other sources through 5th SFG channels.

(7) Submit an informative monthly CA report through 5th SFG channels.

(8) Advise and inform the "A" Detachment Commander on all activities pertaining to civic action.

b. Dual Role - Sub-Sector Advisory and CIDG.

The following are duties, in addition to those outlined above, that the CA/PSYOP Officer or NCO in a sub-sector role will perform.

(1) Advise, assist and support your counterparts, VNSF and District Officials, in planning and implementing the CA program (Rural Construction Program) throughout the district.

(2) Insure there is close coordination between the "A" Detachment members and pertinent district officials: "A" Detachment Commander and District Chief; CA/PSYOP Officer or NCO and the Rural Construction Officer or District Chief; the Detachment Medic and District Medical Chief. This coordination is necessary to accomplish your mission in the sub-sector role.

(3) The CA/PSYOP Officer or NCO should work daily with his counterpart - preferably the rural construction officer.

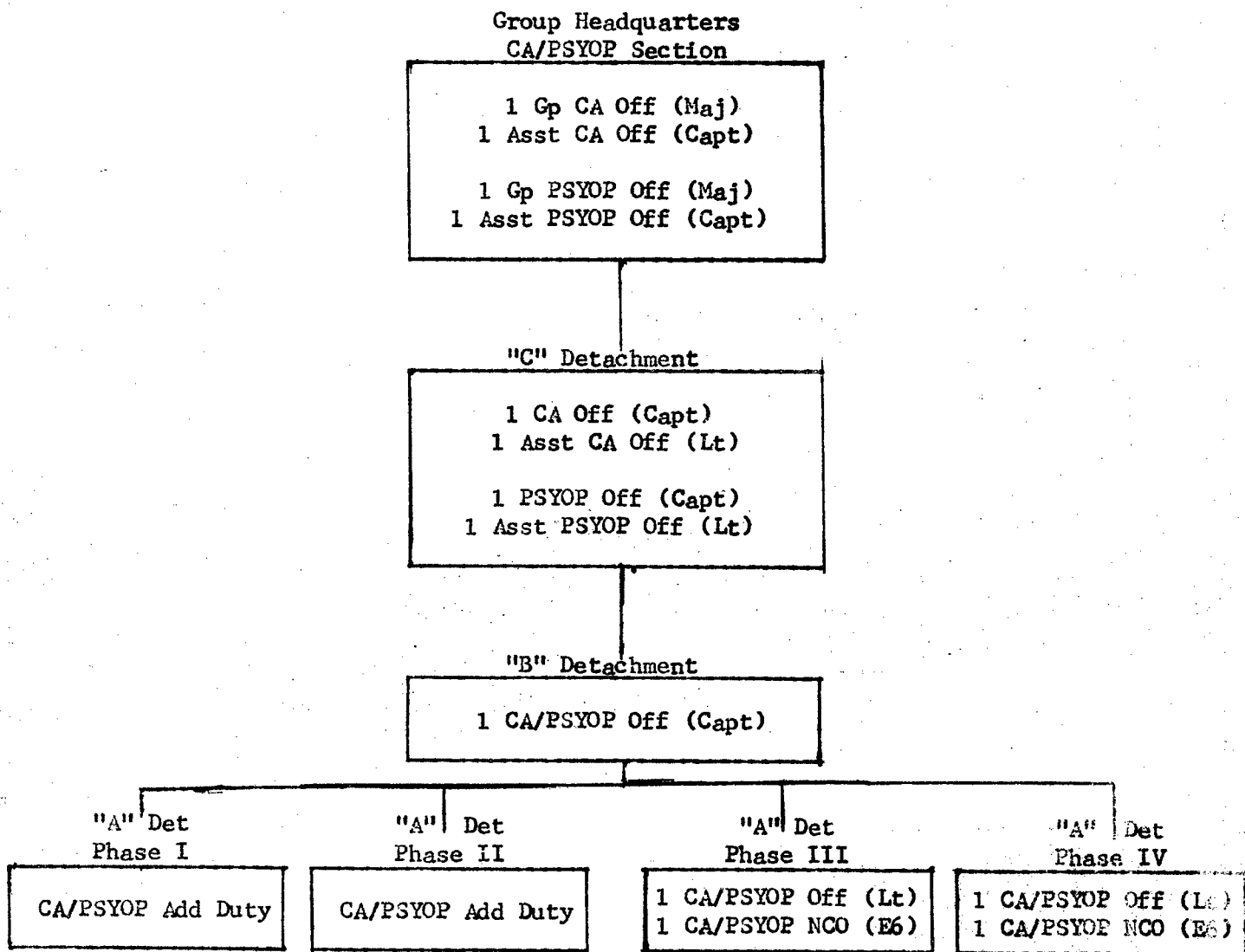


Figure 9. Present CA Organization 5th SFG.

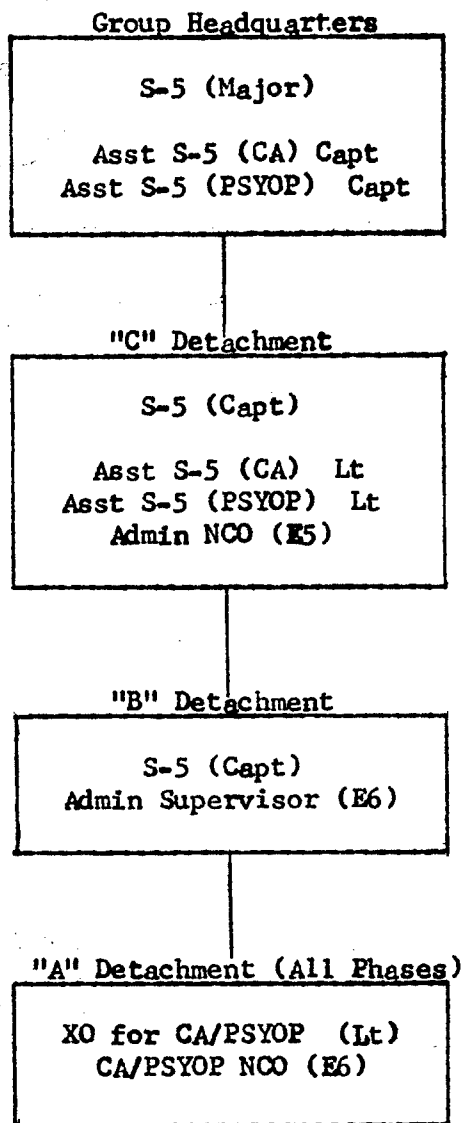


Figure 10. Proposed CA Organization 5th SFG.

ANNEXES TO THE CIVIC ACTION GUIDE FOR VIETNAM

ANNEX I CIVIC ACTION GUIDE FOR VIETNAM

Example of Province Rural Construction Budget

Republic of Vietnam
Central Rural Construction Council
Secretary General

Saigon, Dec. 20th, 1965

OFFICIAL CABLE

From: Central Rural Construction Council
To: Rural Construction Council of Quang Try
For info: Rural Construction Council of I Corps
Rural Construction Council of TZ 11

Cable Nr: 4199/XDNT/342/BD

Please be advised that,

FIRST/ With reference to the meeting held on Dec. 10th, 1965 I Corps Headquarters, the Central has noticed that the pacification plan of your Council is consisted of:

- A general planning of 444 hamlets
- A pacification planning for 1966 consisting of:
 - The construction of 40 new Hamlets

SECOND/ The Central has approved a fund of FIFTY EIGHT MILLION ONE HUNDRED THIRTY ONE THOUSAND VN PLASTERS (58,131,000\$VN) in support of the following programs:

ITEM	PROGRAM	FUND
01 NLH CON- STRUCTION	<u>CADRE:</u>	2,718,000\$
	Salaries for (71 adm. Mob. Cadres & 80 Rural Operations Cadre) x 6,000\$ x 3 months	2,718,000\$
	<u>RESETTLEMENT:</u>	13,050,000\$
	Housing allowances 3,500\$ x 1,500 Lowlander families	5,250,000\$
	Rice allowances (6 months x 50 kg x 10\$) x 1,500 families	4,500,000\$
	Housing allowances 3,500\$ x 500 Highlander families	1,750,000\$
	Rice allowances (6 months x 50 kg x 10\$) x 500 families	1,500,000\$
	Salt allowances (20 kg x 5\$) x 500 families	50,000\$

<u>NLH SELF HELP:</u>		5,000,000\$
50,000\$ x 100 hamlets		

<u>TRANSPORTATION:</u>	8 International trucks & 2 GMC		1,708,000\$
Salaries for 10 drivers x (2,500\$ x 12m)		300,000\$	
Salaries for clerks, warehouse-keepers and accounting clerks		108,000\$	
Office supplies		96,000\$	
POL		824,000\$	
Repair of vehicles		200,000\$	
Laborers for loading and unloading		180,000\$	

<u>WAREHOUSES:</u>			1,800,000\$
- 2 large size warehouses (carried over from the 1965 program)		1,200,000\$	
-3 district warehouses x 200,000\$		600,000\$	

02 Rural
EDUCATION

10,041,000\$

Construction and equipping of 75 class- rooms x 70,000\$		5,250,000\$
Salaries for 105 hamlet teachers in 1966 x (2,500\$ x 9 months)		2,326,000\$
Salaries for 67 hamlet teachers in 1965 x (2,500\$ x 12 months)		2,010,000\$
Allowances for the board of Instruc- tors		37,800\$
Training of 75 hamlet teachers x 800\$ x 3 months		180,000\$
Transportation allowances for hamlet teachers to attend training courses x 200\$ per teacher		15,000\$
Salary of 1 clerk (500\$ x 2 months)		1,000\$
Salary of 1 laborer (300\$ x 2 months)		600\$
Training supplies for students, office supplies, training equipment		147,000\$
Training supplies for 75 hamlet teachers		37,500\$

03 PUBLIC
WORKS

<u>ROADS:</u>			12,900,000\$
- Huong-Le (QT O XV) stone pavement (21,900m x 3m50)		6,600,000\$	
- Dien-Sanh / My-Thuy, stone pavement (8km850 x 4m)		1,200,00\$	

- Tham-Trieu, can market, stone pavement (4km x 3m50)	500,000\$
- T. Phong, Sai market, stone pavement (1km x 4m)	500,000\$
- Tri-Bum/Quy Thien, stone pavement (4km x 3m50)	500,000\$
Repair of village roads	300,000\$

BRIDGES AND SEWERS:

Hoi-Yan: (Eiffel) 43m50 x 3m50	1,650,000\$
Hoi-Giap: (as above)	1,650,000\$

04 CHIEU HOI 500 returnees	2,980,000\$
----------------------------	-------------

05 AGRICULTURE	3,000,000\$
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IRRIGATION:

Dams and Dikes:

Quy-Thien dam (concrete)	70,000\$
Hai-Chanh dam & sewer (concrete)	121,000\$
Xuan-Vien dam & sewer (concrete)	90,000\$
Truong-Sanh dam & sewer (concrete)	139,000\$
Vinh-An sewer (concrete)	143,000\$
Thuon-Ehiae sewer (concrete)	17,000\$
Dan-Hoa sewer (concrete)	150,000\$
Phu-Lieu sewer (concrete)	105,000\$
Dai-Loc sewer (concrete)	165,000\$
Hai-Thanh sewer (concrete)	1,000,000\$
Trung-Nhon and Cau-Nhi sewers	1,000,000\$

ANIMAL HUSBANDRY:

Salary of 1 technician x (6,000\$ x 12m)	
Salaries of 14 Cadres x (4,000\$ x 12m)	72,000\$
Training of 400 farmers x 4 days x 30\$	672,000\$
7 drug stations x 10,000\$	48,000\$
Anti epidemic	70,000\$
Demonstration of 2 centers x 2,000\$	10,000\$
Distribution of live stock:	4,000\$
300 pigs	450,000\$
500 chickens and ducks	75,000\$

1,401,000\$

AGRICULTURE EXTENSION:

Salaries of 2 technicians x (7,000\$ x 12 months)	168,000\$
Salaries of 14 Cadres x (4,000\$ x 12m)	672,000\$
Equipment for 80 demonstration centers	60,000\$

900,000\$

AGRICULTURE AFFAIRS:

Breeding plants (salads)
80 sprayers

100,000\$

160,000\$

260,000\$

856,000\$

FISHERIES:

Salaries of 6 Cadres x (4,000\$ x 12m)
Inland fishing training for 150 fisherman
10 ponds
Fishing equipment (nets, strings)

288,000\$

18,000\$

50,000\$

500,000\$

**MONTAGNARD AGRICULTURE AND ANIMAL
HUSBANDRY:**

517,000\$

Salary of 1 manager (4,800\$ x 12m)
Salary of 1 assistant (3,600\$ x 12m)
Salaries of 5 personnel x (2,000\$ x 12m)
Equipment
Training of 600 trainees x (4 days x 30\$)
Operating expenses

57,000\$

43,200\$

120,000\$

130,000\$

72,000\$

36,000\$

06 UNFORSEEN
EXPENSES

1,000,000\$

TOTAL

58,131,000\$

THIRD - The funds stated above will be sponsored by the
National Budget.

FOURTH - The Province Chief is appointed as Programs manager.
The end./.

MAJOR GENERAL NGUYEN DUC THANG
COMMISSARY OF RURAL CONSTRUCTION
SECRETARY GENERAL OF VIETNAM

ANNEX I CIVIC ACTION GUIDE FOR VIETNAM

List of 1966 Province Rural Construction Budgets

<u>Provinces</u>	<u>Funds Allocated \$VN</u>	<u>Proportion %</u>	<u>Class- rooms</u>	<u>Roads or Highways in Km</u>	<u>Bridges, Ferries, Markets</u>	<u>Dams</u>	<u>Canals in Km</u>
An Giang	84,443,000	5.42	140	24.1	18	0	0
An Xuyen	28,659,000	1.84	31	6.9	0	1	0
Ba Xuyen	36,146,000	2.32	30	10.8	2	3	4.6
Bac Lieu	33,273,000	2.14	26	8.6	1	0	0
Bien Hoa	35,270,000	2.26	38	9.6	0	1	1.3
Binh Duong	36,991,000	2.37	26	9.7	3	0	0
Binh Dinh	40,951,000	2.63	37	14.5	11	1	2.8
Binh Long	14,659,000	0.94	8	8.5	3	0	0
Binh Tuy	17,135,000	1.10	18	5.6	0	0	0
Binh Thuan	28,448,000	1.83	26	3.4	2	1	0
Cam Ranh	15,917,000	1.02	7	2.0	1	0	0
Chau Doc	48,470,000	3.11	50	45.5	0	0	0
Chuong Thien	21,465,000	1.38	20	2.0	1	0	0
Darlac	36,297,000	2.33	28	14.5	0	0	0
Da Nang	24,115,000	1.55	18	2.7	0	0	0
Dinh Tuong	40,658,000	2.61	35	26.8	0	1	3.5
Go Cong	28,587,000	1.83	25	13.5	0	0	0
Gia Dinh	64,296,000	4.13	190	11.9	2	0	0
Hau Nghia	32,643,000	2.10	35	20.7	0	0	0.5
Kien Giang	43,160,000	2.77	22	14.3	1	1	2.0
Kien Hoa	40,347,000	2.59	37	4.3	1	0	2.6

ANNEX I CIVIC ACTION GUIDE FOR VIETNAM (cont)							
<u>Provinces</u>	<u>Funds Allocated \$VN</u>	<u>Propor- tion %</u>	<u>Class- rooms</u>	<u>Roads or Highways in Km</u>	<u>Bridges, Ferries, Markets</u>	<u>Dams</u>	<u>Canals in Km</u>
Kien Phong	35,708,000	2.30	20	13.7	3	0	5.6
Kien Tuong	19,983,000	1.28	16	13.5	1	0	0
Kontum	25,479,000	1.63	16	9.2	1	1	4.7
Khanh Hoa	23,661,000	1.52	27	2.6	1	0	0
Lam Dong	22,257,000	1.43	10	6.4	0	0	0
Long An	50,023,000	3.21	40	32.7	3	0	0
Long Khanh	15,125,000	0.97	8	4.5	0	2	0
Ninh Thuan	26,079,000	1.67	26	11.8	1	3	6.6
Phong Dinh	35,078,000	2.25	33	19.4	1	2	0.2
Phu Bon	11,083,000	0.76	10	7.0	0	0	0
Phuoc Long	16,706,000	1.07	10	7.6	6	0	0
Phuoc Tuy	23,582,000	1.51	20	5.8	0	0	0
Pleiku	21,734,000	1.39	7	15.2	3	1	2.0
Quang Duc	18,641,000	1.20	0	12.2	3	2	0
Quang Nam	50,692,000	3.25	40	31.8	3	1	0
Quang Ngai	50,494,000	3.24	38	21.8	4	1	0.7
Quang Tin	48,427,000	3.11	54	3.4	0	2	1.6
Tay Ninh	38,486,000	2.47	42	5.1	1	0	5.7
Tuyen Duc	36,969,000	2.37	33	36.2	7	1	2.0
Thua Thien	49,218,000	3.16	33	28.8	2	5	0
Vinh Binh	40,919,000	2.63	46	7.5	1	0	1.6
Vinh Long	44,582,000	2.86	30	21.0	0	0	0
Vung Tau	13,349,000	0.86	15	4.6	1	0	0
	1,558,049,000	100.00	1,493	613.0	92	37	65.6

ANNEX II CIVIC ACTION GUIDE FOR VIETNAM

CIVIL AFFAIRS/CIVIC ACTION SURVEY

The following survey is designed to provide "A" Detachment personnel example questions, which when answered will provide the necessary information to begin planning a CA program. Due to the variety of conditions found at "A" Detachment locations, some questions may not be applicable to your area. Remember, the more complete your information, the better the foundation of your program. These sample questions should help you develop a survey which is applicable to your detachment situation.

1. General (For all "A" Detachments).

a. Province_____.

- (1) Province Chief_____.
- (2) Sector Advisor_____.
- (3) Province USAID Representative_____.
- (4) Province S-5_____.
- (5) Province Rural Construction Officer_____.
- (6) Sector S-5 Advisor_____.

b. District_____.

- (1) District Chief_____.
- (2) Sub-Sector Advisor_____.
- (3) District S-5_____.
- (4) District Rural Construction Officer_____.
- (5) Sub-Sector S-5_____.

c. Villages & Hamlets (list).

(1) Village	Village Chief	Key Civilians
_____	_____	_____

(2) Subordinate Hamlets	Hamlet Chief	Key Civilians
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____
(d) _____	_____	_____
(e) _____	_____	_____

2. Health and Sanitation.

a. General Health Conditions.

- (1) What health programs are planned by Province and District?
- (2) Which of these programs can you and your counterpart support?
- (3) What epidemic diseases are most prevalent?
- (4) Is malnutrition apparent?
- (5) Are ulcerated sores a major problem due to a lack of soap?
- (6) Who is the local health chief?

b. Existing Health Program (list all local health facilities).

- (1) Name of Health Facility?
- (2) Condition of the building?
- (3) Supplies Available?
- (4) What is the source of medical supplies?
- (5) Name of Health Workers?
- (6) How effective are health workers?
- (7) How and by whom are they paid?
- (8) Are health workers living and working in the villages to which they are assigned?

c. Additional Health Needs.

- (1) How many and what type health workers are needed?
- (2) How many dispensaries are needed?
- (3) What disease control programs are needed; i.e., malaria control?

d. Sanitation.

- (1) Is an effort being made to educate the people on the need for sanitation and its relationship to good health?
- (2) Are demonstrations used to show good sanitation habits?
- (3) Is the water supply adequate?
- (4) Are homes and villages relatively clean?
- (5) Are trash dumps available and accessible?
- (6) Are latrines used?
- (7) What is the peoples reaction toward sanitation?

e. List of projects which appear to be needed.

3. Education.

a. General Education Conditions.

- (1) What education programs are planned by Province and District Education Chiefs?
- (2) Does Province have Rural Construction Cadre for educational development (e.g., training teachers, managing hamlet school programs)?
- (3) What school construction is programmed for your area?
- (4) Who supports the schools now in existence (GVN, USASF, Private, Church USAID)?
- (5) How many school age children (estimate)?
- (6) Who are the Education Chiefs at district and province?

(7) Are minority groups integrated into the school programs?

b. Education Facilities (list of schools).

(1) Name of School?

(2) Number of classrooms?

(3) Physical condition of buildings?

(4) Availability of school supplies?

(5) Name of instructor (or principal)?

(6) How and by whom are instructors paid?

(7) Do instructors in GVN schools forward enrollment reports to District and Province? (This is necessary if they are to receive support from the GVN Ministry of Education.)

c. Needs.

(1) Number of schools needed?

(2) How many additional teachers are needed?

(3) How many teachers are not recognized and paid by the GVN?

d. List of Projects which appear to be needed.

5. Agriculture.

a. General agriculture conditions.

(1) What agriculture programs are planned by Province and District?

(2) What Rural Construction Agriculture projects are planned for your area?

(3) Is the area self-sufficient in agriculture?

(4) Is their sufficient farm land?

b. Crops.

(1) What crops are grown?

(2) Can new crops be grown if seed is made available?

(3) Which crops are best suited for the area and the people?

(4) Is fertilizer being used?

(5) What type of protection is available against insects, rodents and crop diseases?

(6) Do individual houses have garden plots?

(7) Are there adequate storage facilities?

(8) Are farm lands secure during harvest?

c. Animals.

(1) What farm animals are raised?

(2) What is their general condition?

(3) Are improved breeding stock being used to improve the quality of local animals?

(4) Is adequate feed available?

(5) Which animals are best suited for the area?

(6) Are animals buffalo or oxen used to help work the fields?

(7) Are animals immunized against major diseases?

d. Fish.

(1) Are plenty of fish available?

(2) Are fish ponds needed?

(3) Is a source of water available for fish ponds?

e. Personnel.

(1) Who is the Province Agriculture Representative?

(2) Who is the District Agriculture Representative?

(2) Who is the District Agriculture Representative?

(3) Do they visit villages away from headquarters, consistent with security of the area?

(4) Does Province have rural construction agriculture cadre?

(5) Does Province conduct agriculture training sessions?

(6) Is there an IVS Agriculture Representative available?

f. List of projects which appear to be most needed.

5. Welfare and Refugees.

a. General conditions.

(1) What is the condition of CIDG dependent housing?

(2) Do CIDG troops and their dependents have adequate food?

(3) Are any recreation facilities available for CIDG?

b. Refugees.

(1) How many refugees are in the area? Families? Individuals?

(2) Are they recognized as refugees by Province?

(3) Is there a refugee contingency plan established at District and camp levels to meet possible influxes?

(4) Are the Province and District officials capable of handling the refugee situation?

(5) Do refugees have any means of self-support?

(6) Do refugee villages have any organization?

(7) Are refugees and relocatees integrated into the Province and District Programs?

c. Personnel.

(1) Is there a social welfare team chief?

(2) Who is the Province Rural Construction Officer?

(3) Who is the District Rural Construction Officer?

(4) Who is the refugee village chief?

d. List of projects.

6. Transportation.

a. General conditions.

(1) What are the Province and District plans for improving transportation in the area?

(2) How much of the Province Rural Construction Budget is allocated for transportation in the area?

(3) Are there any self-help funds allocated by the Province Rural Construction Budget which could be used on transportation projects?

(4) Are the roads in pacified areas adequate for travel by the local population?

(5) Are roads repaired permanently or haphazardly?

(6) Are waterways used to their maximum potential?

(7) Where are bridges located? What are their conditions? Where are bridges needed?

(8) What engineer personnel are available for technical advice?

7. Commercial Development.

a. General.

(1) What local businesses are available?

(2) Do craftsmen have necessary tools?

(3) Is there an adequate supply of qualified craftsmen?

(4) Is there a market for locally produced goods?

(5) What businesses or trades are needed but not available?

(6) Is there a source of needed personal items (e.e., soap, cigarettes, food)?

b. List of possible projects?

8. Resources Control.

a. General conditions.

(1) What resources control measures have been directed by Province and District, e.g., curfew, identification system, family census book, check points, food control, material control?

(2) What can you do to help your counterparts implement these programs?

(3) What resources control measures are in use?

(4) How effective are they?

(5) Is there an organized resources control program using all forces available; i.e., Police, CIDG, RF/PF, ARVN?

(6) Is adequate feedback received from hamlets in the area?

b. Personnel.

(1) Who is the local police chief?

(2) How many policemen are available?

(3) How many more are needed?

(4) Who is the District Police Chief?

(5) Who is the Province Police Chief?

(6) Who is the USAID Province Police Advisor?

(7) What resources control measures are feasible for the area?

c. List of needed Resources Control Measures?

ANNEX III CIVIC ACTION GUIDE FOR VIETNAM

HEADQUARTERS
5TH SPECIAL FORCES GROUP (AIRBORNE), 1ST SPECIAL FORCES
APO US Forces 96240

AVSF

28 March 1966

SUBJECT: CIDG CA/PSYOP Team

TO: SEE DISTRIBUTION

1. PURPOSE.

This memorandum prescribes policy concerning the organization, training and employment of a CIDG Civic Action/Psychological Operations Team (CA/PSYOP) in each CIDG camp. This unit is designed to give the CIDG an additional capability to conduct civic action, psychological operations and intelligence activities.

2. GENERAL.

An examination of the existing CIDG organization at the "A" Detachment level has revealed a need for a CIDG organization to implement civic action, to conduct psychological operations, and to collect information designed to extend GVN influence and control. Previously, except in isolated cases, there has not been a CIDG organization with these capabilities.

3. MISSION.

a. Conduct psychological operations within the operational area to gain civilian support and reduce the effectiveness of the VC.

b. Implement actions within the operational area to improve the conditions of the populace and win their support.

c. Collect information concerning VC activities, conditions existing in hamlets, and the attitude of the population.

4. APPLICATION.

Each CIDG camp will organize, train, and employ a minimum of one (1) CIDG CA/PSYOP Team.

5. ORGANIZATION.

The situation and requirements in each "A" Detachment operational

AVSF

28 March 1966

SUBJECT: CIDG CA/PSYOP

area are different; therefore, modifications to the suggested organization may be necessary. As a guide the unit should consist of the following CIDG personnel:

- | | |
|-----------------------------|-------|
| a. Team Leader | 1 per |
| b. Asst Team Leader | 1 per |
| c. Medical Specialists | 2 per |
| d. Civic Action Specialists | 2 per |
| e. Propaganda Specialists | 2 per |
| f. Survey Specialists | 2 per |
| g. Intelligence Specialists | 2 per |

6. PERSONNEL.

Because of the importance of their duties and their daily contact with civilians, CIDG personnel selected for this unit should be of the highest possible caliber and meet the following requirements:

- a. Have a desire to participate in the program.
- b. Be indigenous to the area.
- c. Be literate, if possible,
- d. Have leadership qualities.
- e. A personality that enables him to get along with people, outgoing and friendly.
- f. A good speaker.
- g. CA personnel should have skills that can be used in the area.

7. TRAINING.

- a. CIDG Team members will be trained by VNSF and USASF in each camp.

AVSF

28 March 1966

SUBJECT: CIDG CA/PSYOP Team

b. Additional instructions will be made available to CIDG personnel at the Montagnard Training Center, Pleiku and the Rural Construction Cadre Training Center, Vung Tau.

c. In each province there are Vietnamese agencies and personnel that are capable of providing various instruction to CIDG:

(1) Vietnamese Information Service (VIS) - propaganda instruction.

(2) Province Agriculture and Animal Husbandry Schools - latest agriculture methods and animal husbandry.

d. The 5th SFGA and LLDB Headquarters will provide additional instructions to subordinate detachments concerning organization, training, and employment.

s/William A. McKean
t/WILLIAM A. McKEAN
Colonel, Infantry
Commanding

DISTRIBUTION:

CO, Det C-1, ATTN: CA/PSYOP Officer
CO, Det C-2, ATTN: CA/PSYOP Officer
CO, Det C-3, ATTN: CA/PSYOP Officer
CO, Det C-4, ATTN: CA/PSYOP Officer

ANNEX IV CIVIC ACTION GUIDE FOR VIETNAM

List of Posters and Booklets for the Health Development Program

<u>Order#</u>	<u>Title</u>	<u>Size</u>	<u>Languages</u>
1	Pick Up Good Habits	40x51.5cm	VN
2	Prevention of TB	39.5x51.5	VN
3	Drink Boiled Water	39.5x51.5	VN
4	Keep Trash in one Place	39.5x51.5	VN
5	To Kill Flies	48.5x51.5	VN
6	Courteous People Do Not Spit on the Floor		VN
7	Prevention of Trachoma	39.5x51.5	VN
8	Prevention of Plague	40 x 51.5	VN
9	Prevention of Cholera	39 x 51.5	VN
10	Prevention of Plague	17 x 21	VN
11	Prevention of Cholera	21 x 34	VN
12	VD	21 x 34	VN
18	Book of Food and Manner of Eating		US VN
19	Book of General Disease		VN
20	Book-Guide to General Disease		US VN Rhade
21	Book-Guide to Village Health Workers		US VN
22	Book of First Aid		VN
UNK	Eat Good Food	Poster	VN
UNK	Prevention of Tooth Decay	Poster	VN
UNK	General Health	Poster Series	VN Rhade
UNK	What We Should Eat Everyday	Poster	VN Jarai
UNK	Pills and Shots	Poster	VN Jarai
UNK	Village Health Station	Poster	VN Jarai
UNK	Wash your Hands	Poster	Bahnar Koho VN Jarai Rhade Koho

ANNEX V CIVIC ACTION GUIDE FOR VIETNAM

LIST OF AGRICULTURAL PUBLICATIONS
PRINTED AND DISTRIBUTED IN 1965
BY THE AGRICULTURAL INFORMATION SERVICE
MINISTRY OF AGRICULTURE

CROPS

How to Grow Cotton
Treatment of Rice Seed
How to Grow Two Crops of Rice
Good Rice Seeds for Farmers
How to Grow Straw Mushroom
Growing Peppers
Growing Sesame
Growing Carrots
Growing Soybeans
Growing Corn
Growing Bananas
Growing Pineapples
Growing Potatoes
Growing Tobacco
Growing Citrus Fruits
Growing Melons
Treating Soil for Better Yield
How to Increase Production
Producing Potato Cuscuta
Names of Common Plants
How to Double Your Rice Production
How to Grow Chinese Yellow Golden
How to Grow Bulb Onions
Agricultural Experiment Stations

LIVESTOCK

Cheap Pigsties for Pig Breeders
Pig-Corn Program
Some Useful Information for Fisherman
Handbook for Raising Chickens
Handbook for Raising Pigs
Raising Ducks for More Profits
Some Instructions for Pig Breeders
Hog Diseases
Handbook of Animal Protection
Animal Husbandry Program

PLANT PROTECTION

Instructions on the Uses of Insecticides
The Brown Dot Disease of Rice
The Burned-Leaf Disease of Rice
The Use of Insecticides
Four Different kinds of Rice Borers
The Green Bug
The White Rice Borer
The Green Rice Borer

HOME IMPROVEMENT AND RURAL YOUTH

Home Sanitation
A letter to Rural Women
Care of Your Head and Hair
Home Improvement Activity
Drink Clean and Fresh Water
Keep Your Front Yard Well Prepared
General Sanitation and Protection
from Contagious Diseases
Make Children Clothes at Home
Some receipes of Peanuts
Home Improvement Activity (Chart)
Infant Care
Family Health

ANNEX V CIVIC ACTION GUIDE FOR VIETNAM (Cont)

How To Keep Your House Clean
Sewing Project, Part I
Make Clothes For Your Children
Care of the Sick
Your Beautiful Front Yard
Infant Care

MISCELLANEOUS

Vietnamese Glassware
Protect The Forest
Water Pumps for Farmers
Rural Development Seminar
How To Make Cinva-Ram Soil-Cement Bricks
Publication Index
Cheap Radio Set for Farmers
Agriculture Calender
Agriculture Almanac 1965

ANNEX VI CIVIC ACTION GUIDE FOR VIETNAM

HEADQUARTERS
5TH SPECIAL FORCES GROUP (AIRBORNE), 1ST SPECIAL FORCES
CAMP JACK L. GOODMAN
APO US Forces 96243

10 February 1966

SUBJECT: CA Items that may be requested (Requests not limited to this list)

TO: Detachment CA Officers

The following is a list of items that are normally stocked at the Camp Goodman CA warehouse. This list is not all inclusive, and our desire is to support your needs. The items will in most cases have a VN Flag and/or a VN flag. If items need to be ordered, they should be ordered on a CARE Request Form. If an item not on the list is ordered, be sure to include a complete description. Orders should be programmed as far in advance as possible to allow for maximum shipping time. Replacement items may be ordered for health and school kits.

- | | |
|------------------------------|---|
| 1. School Kits* | 13. Ball Point Pens |
| 2. School Kits* | 14. Shorts (Boxer type black) |
| 3. School Kits for children) | 15. Shower shoes (3 sizes for children) |
| 4. School Kits w/ wallet | 16. Ink Pellets* |
| 5. School Kits w/ wallet | 17. Erasers* |
| 6. School Kits (Kerosene) | 18. Blotting paper |
| 7. Notebooks* | 19. Physical education kits* |
| 8. Match books | 20. Textile package |
| 9. Pencils* | 21. Soap* |
| 10. Chalk* | 22. Hand Towel* |
| 11. Flags | 23. Used Clothes* |

4. Midwifery Kit and Midwifery Replacement Kit, When ordering these items the Request Form should include the name of the using mid-wife, the maternity location, and the source of her training.

s/Eric B. Hawley
t/ERIC B. HAWLEY
Capt, Infantry
Asst Gp CA Off

se items should be ordered on a CARE Request Form.

ANNEX VII APPENDIX A CIVIC ACTION GUIDE FOR VIETNAM

Composition of CARE Kits.

1. Midwifery Kit - CARE Code 42.

a. The recipient must be a trained midwife, ambitious and lacking adequate supplies to perform her duties to the best of her ability. You should also insure that the midwife work is carried out for the needy and not as part of a private practice.

<u>b. Quantity</u>	<u>Component</u>
1 ea	Sponge bowl
1 ea	Tray, Stainless Steel
1 ea	Surgical Scissors
2 pair	Forceps
2 ea	Bottles, plastic
1 bunch	Safety Pins
18 ea	Sterile Packets
1 ea	Soap Container, plastic
2 ea	Toilet Soap
1 ea	Nail Brush, plastic
2 ea	Hand Towel
1 ea	Apron, plastic
1 ea	Sheeting, clear vinyl plastic
1 ea	Waterproof bag

2. Midwifery Replacement Kit - Code 43.

This kit is intended to replenish code 42 but if a midwife has proper equipment and lacks these basic supplies this kit can be requested.

<u>Quantity</u>	<u>Component</u>
8 cakes	Soap
2 ea	Hand Towels
2 ea	Nail Brushes
2 ea	Vinyl Plastic Aprons
18 ea	Sterile packets, each containing 2 umbilical tapes, 16" strand, one muslin binder 18" x 40", and one gauze pad, 3", 12 ply.

3. Composition of and Request Format for CARE School Kits.

a. Request format for School Kits and Physical Education Kits.

- (1) Education Chief?
- (2) Number of students?
- (3) By whom was the school built?
- (4) Who provided building materials?
- (5) Type of School?
- (6) What are the students using for school and/or physical education supplies now?
- (7) Who is paying the teacher's salary?
- (8) Are the students refugees from VC or natural disaster?

b. School Kits - Code 214-1 Local Purchase.

<u>Quantity</u>	<u>Component</u>
2	Pen points
1	Pen holder
1	Ink holder
2	Notebooks (100 pages)
1	Ruler (20cm)
24	Ink Pellets
1	Slate
2	Erasers
4	Blotting paper
2	Pencils
4	Pieces of chalk
1	Plastic bag to contain the kit

NOTE: Schools must show supporting evidence that they do not fall into the category supported by GVN and USAID.

c. Physical Education Kits - Code 120-1665-4

<u>Quantity</u>	<u>Component</u>
1 pc.	Soccer ball
1 pc.	Volley ball
1 pc.	Volley ball net

Preference in distribution is given to rural schools.

4. Components of Tool Kits and Methods of Requesting them from CARE.

a. Hand Tools.

- (1) Have the proposed recipients received technical training in the skill for which the tools are requested? If "yes" where?
- (2) How will the recipients use these tools to better themselves?

b. Woodworking Kits - Code 120-1665-2.

<u>Quantity</u>	<u>Component</u>
1 pc.	Ripsaw blade 18"x1"45 cm long.
1 pc.	Crosscut saw blade 27 $\frac{1}{2}$ "x3/3"70cm long.
1 pc.	Large claw hammer.
1 pc.	Plane (steel only).
1 pc.	Triangle file, 15cm long.
1 set	Chisel with wooden handle; comprising: 1/2cm chisel, 1cm chisel, 1 $\frac{1}{2}$ chisel, 3cm chisel, 4cm chisel.
1 pc.	Drill bit 12 cm.
1 pc.	Aluminum ruler.

The recipient is expected to be able to build wooden structures and do cabinet work.

c. Resettlers Kits - Code 114.

To be distributed to those who are resettled and must clear their land of trees and brush before it can be cultivated.

<u>Quantity</u>	<u>Component</u>
1 ea	Heavy crosscut saw, 36"
1 ea	Mattock
1 ea	Shovel
1 ea	Axe - single bit - 3 $\frac{1}{2}$ lbs.
1 ea	Machette - 22" blade.

d. Mason Kit - Code 120-1665-3.

<u>Quantity</u>	<u>Component</u>
1 pc.	Steel mason trowel, 11cm long.
1 pc.	Brick hammer.
1 pc.	Spirit level.
1 pc.	Aluminum ruler.

The recipient should be acquainted with the uses of these tools. An example would be Montagnards who have completed training at one of the centers and will return to their hamlets to build pigstys and cattle sheds.

e. Textile Package.

<u>Quantity</u>	<u>Component</u>
12 m	Black Rayon
1600 m	Black Sewing Thread
75 pcs	Needles
750 kg	Laundry Soap
144 pcs	Black Plastic Buttons
1 pair	Scissors

ANNEX VII APPENDIX A CIVIC ACTION GUIDE FOR VIETNAM

REQUEST FOR CARE COMMODITIES

1. Person requesting (print or type) _____
2. Organization applicant represents (team location) _____
3. Address and Telephone No. (District Name) _____
4. Province Chief and Province Name _____
5. Deputy Province Chief for Administration _____
6. Social Welfare Team Leader _____
7. USAID Representative _____
8. Assistant USAID Representative _____
9. U.S. Army Civic Action Officer _____
10. IVS Representative _____
11. Commodity and Quantity Requested _____
12. Descriptive detailed paragraph on where, how, for whom, and when the commodity will be used. Use the outline given for various commodities to prepare a complete description. Please use additional paper if there is insufficient space and attach to this form. For tools, food, school kits, and physical education kits, use format prescribed in the kit descriptions in succeeding annexes.
13. CARE is an organization with very limited resources, as compared to the VN and US Governments. Therefore, before CARE will consider helping you, you must ask the district or province Social Welfare Chief, and the USAID Representative for assistance. If they cannot help you, CARE will consider your requests. What assistance have you requested from government and other agencies and what were their responses? a. GVN b. USAID c. CRS d. Mennonite e. Asia Foundation f. UNICEF g. US Military h. IVS.
14. Commodities not distributed two months after having been consigned from the CARE office may be returned to Saigon for redistribution or reassigned to another program with prior approval from CARE. This clause is included since CARE funds are not adequate for each province to stockpile CARE commodities, and CARE requests prompt distribution upon receipt of such commodities. Until the ultimate recipients receive them, CARE commodities remain the property of CARE.

USAID Representative

Civic Action Officer
US Army

Signature of Applicant

NOTE: Send this request to the Assistant Group CA Officer in Saigon. This form may be locally reproduced.

ANNEX VII APPENDIX B CIVIC ACTION GUIDE FOR VIETNAM

REQUEST FOR CATHOLIC RELIEF SERVICES COMMODITIES FOR MILITARY CIVIC ACTION

TO: Catholic Relief Service
91 Pasteur
Saigon

DATE: _____

1. Name of person requesting (print or type) _____
2. RANK _____ SERIAL NUMBER _____
3. Sector, district, unit, etc. _____
4. Are items requested available thru any other US or GVN agency? _____
5. Are items requested available thru USAID? _____
6. Does the Vietnamese Commander, Province Chief, district chief, USAID Representative, US sector advisor, as applicable, concur in this request? _____

7. Commodity and quantity requested:

ITEM

QUANTITY

Flour _____
Corn Meal _____
Bulgar Wheat _____
Beans _____
Salad Oil _____
Salad Oil _____
Clothing _____
Milk _____
Milk _____

Bag (100 lb) _____
Bag (100 lb) _____
Bag (52 lb) _____
Bag (100 lb) _____
Case (6-1 gal cans) _____
Case (1 gal cans) _____
Bale (200 lb) _____
Case (12-4½ lb boxes) _____
Box (4½ lb) _____

NOTE: Request should be forwarded to the Assistant Group CA Officer, Camp Goodman, Saigon.

ANNEX VIII CIVIC ACTION GUIDE FOR VIETNAM

Form for CA/PSYOP Annex to Operation Order

Copy No _____
Headquarters _____
Place _____
Date and Time _____

Annex _____ (CA/PSYOP) to OPOD _____

1. Situation.

- a. Enemy Forces.
- b. Friendly Forces.
- c. Attachments and Detachments.
- d. Area Intelligence.
- e. Assumptions.

2. Mission.

A clear, concise statement of the CA/PSYOP task and its purpose. This statement will relate to the specific nature of the particular operation.

3. Execution.

a. Concept of operation. This is the commander's general plan for development of the CA/PSYOP portion of the operation.

b. Specific task for each element in the command. If more than one unit is involved in the operation, and each unit has the same CA/PSYOP tasks, the tasks can be listed in paragraph 3. c. to preclude duplication. Each military operation should consider the employment of the following:

- (1) Troop Indoctrination before operation.
- (2) PSYOP activities to include:
 - (a) Themes to be emphasized in "Face to Face" propaganda.
 - (b) Loudspeaker support.
 - (c) Leaflet support and distribution.
- (3) Civic Action to include, if feasible:

c. Coordinating instructions.

(1) Troop briefing.

(a) Troops will be briefed before the operation to emphasize the importance of minimizing non-combatant casualties.

(b) Troops will be encouraged to talk to as many civilians as possible during the operation to explain their purpose and the reason for the operation. Troops will be instructed to be courteous toward the population and careful of their personnel property.

(c) Reconnaissance by fire into hamlets is not authorized unless specifically approved by the headquarters.

(2) PSYOP.

(a) Leaflets will be dropped in the combat area, as well as others, as not to warn the enemy of pending operations. This leaflet will warn the population not to cooperate with the enemy and to inform the GVN troops of their locations.

(b) Leaflets will be dropped after the blocking force and maneuver elements are in position, warning the people to move away from the enemy position.

(c) Loudspeaker aircraft will fly over the combat zone giving the civilian population instructions to move along prescribed routes out of the area where Viet Cong are located.

(d) Check points will be established on routes leading out of the zone and all personnel will be stopped and searched. Suspects will be evacuated to the sector collection point vicinity Sector.

(e) Leaflets, explaining why the operation was conducted, will be dropped in populated zones upon completion of the operation.

(f) Sector propaganda teams using loudspeakers will operate in the cleared area after the operation to further explain reasons for the search and destroy operation.

(3) Civic Action.

(a) Medical team will set up a Field Dispensary in the vicinity of sector CP to treat and evacuate all civilian casualties.

(b) Emergency food supplies will be available for distribution.

(c) CA teams will operate in the combat area after the operation to distribute food to needy families and assist in determining claims for damage to property.

(d) Teams will assist the Sector S-5 in processing claims for injured civilians and property damage.

4. Admin and Logistics.

a. Civil relief and supply.

(1) Food supply sufficient for 10 days to families of combat casualties.

(2) Civilian medical facilities and supplies limited in operational zone.

(3) Transportation for civilian casualties should be provided by local village officials.

b. Records and Reports.

Upon execution of the plan the following reports will be submitted daily as of 1800 hours, and verbally on order of sector commander.

(1) Number of persons evacuated and their disposition.

(2) Areas evacuated and reason.

(3) Negative reports required.

5. Command and Signal.

a. Signal - Current SSI and SOI in effect.

b. Command OP ORD.

Appendix C Translation of Psy War leaflets.

official

Sr Advisor

XO & S5 Advisor

INCLOSURE 1 TO ANNEX VIII CIVIC ACTION GUIDE FOR VIETNAM

Example CA/PSYOP Annex to Operation Order

Copy 1/c
Chau Doc Sector
V0138830
251100 Sep 65
TF: 17

ANNEX C (PSYOP/CIVIC ACTION Plan) to OP ORD THAT-SON 19

Reference: Map Vietnam

1:50,000

Sheets No 9043/1

9043/2

1. Situation.

a. Enemy Forces. Current ISUM.

b. Friendly Forces.

(1) OP ORD THAT-SON 19.

(2) Sector CA/PSYOP Team.

(3) District VIS Team.

(4) Sub-Sector CA Team.

(5) USASF Medical Section supported by local village health workers
VIC Sector CP.

2. Mission.

Units will conduct civic action and psychological operations designed to minimize non-combatant casualties, gain civilian support and reduce the effectiveness of the VC.

3. Execution.

a. Concept of operation. Commanders of company size units will indoctrinate their troops and employ PSYOPS to prevent innocent civilians from becoming casualties. Loudspeakers will be employed to exploit military successes. Actions will be taken to care for wounded civilians and assist civilians required to relocate. Assessment will be made of damages resulting from military operations.

b. Company size units will conduct civic action and PSYOPS within their area of responsibilities.

- (a) Medical treatment for civilians.
- (b) Assessment of damages and follow-up action.
- (c) Control, support and processing of civilians required to move because of military operations.
- (d) Survey of CA areas.

c. Coordinating instructions. Coordination and measures applicable to two or more elements of the command, which otherwise would be repetitive in other subparagraphs of paragraph 3.

4. Administration and Logistics.

A statement of administrative matters including logistical arrangements for the conduct of the operation.

5. Command and Signal.

Such information necessary to control and coordinate CA/PSYOP activities.

Acknowledgement Instructions

CO

Annexes
Distribution
Authentication

ANNEX IX CIVIC ACTION GUIDE FOR VIETNAM

Recommended Reading List

1. LOI Number 1, 5th Special Forces Group (Abn).
2. Supplies for US/Free World Military Assistance Forces Military Civic Action, MACV Letter, serial number 4768, dtd 31 Oct 65.
3. The Nuts and Bolts of USSE Civic Action in I Corps, Capt John H. Danerood, Dec 65.
4. Revolving Rural Construction Fund, MACV Letter, serial number 3789, dtd 6 Sep 65.
5. Medical Civic Action Program (MEDCAP), MACV Directive 40-9.
6. Remote Areas Development Manual, Community Development Counselling Service, Inc. 64.
7. Helping People Help Themselves, USOM Self-Help Guide, 64.
8. Engineer Field Data, 161 5-34.

ANNEX K CIVIC ACTION GUIDE FOR VIETNAM

The enclosed letter presents the views of a CA/PSYOP Officer as he sees his job in the sub-sector role. The author, 1/Lt Kenneth G. Crabtree spent one year in the sub-sector advisory role. A majority of his tour was spent in Vietnam, with the remaining months at Detachment A-502 assisting in the establishment of a CA/PSYOP program for that detachment.

This letter provides an excellent insight into the working relationships which must be developed if Special Forces is to succeed in its Sub-Sector role.

ANNEX X CIVIC ACTION GUIDE FOR VIETNAM

DETACHMENT A-502
5TH SPECIAL FORCES GROUP (AIRBORNE), 1ST SPECIAL FORCES
APO US Forces 96240

27 November 1965

SUBJECT: CA/PSYOP

TO: SEE DISTRIBUTION

1. The following recommendations are submitted for consideration in establishing a CA/PSYOP program in Dien Khanh District. Detachment A-502 has a co-equal mission of CIDG and Sub-Sector Advisors.

2. Sub-Sector Mission: As Sub-Sector Advisor, the Detachment Commander is responsible for advising and assisting the District Chief in all phases of his operation. This includes advising the District Chief on the employment of the RF/PF forces under his control and assisting in the training of these forces. The Detachment Commander is also responsible for advising and assisting the District Chief on the proper use of his civilian staff, as well as any other GVN agencies operating directly or indirectly under the District Chiefs Control.

3. Any U.S. military or government agency, as well as third country governments, should coordinate their plans or projects that they plan to carry out in the District with the USASF Detachment Commander and the District Chief prior to initiating any programs.

4. The majority of the Sub-Sector tasks will fall on the CA/PSYOP officer, whose primary job is to establish a successful CA/PSYOP Program within the "A" Detachments area of responsibility. This will necessitate working closely with several District Officials in assisting and encouraging them to improve their areas of responsibilities. He must also keep the Detachment Commander informed on problem areas found within the District and recommend means for improvement.

5. Prior to initiating a program, the Detachment should be aware of what the District Chief has available to assist him in his areas of responsibility, and what his position is in the GVN chain of command. The District Chiefs in Vietnam are technically appointed by the Prime Minister. The District Chiefs next higher command is the Province Chief.

SUBJECT: CA/PSYOP

27 November 1965

Below District is the Village which is further broken down into hamlets normally consisting of several families. The District Chiefs staff consists of two assistant District Chiefs, one civilian who would normally become the District Chief in peacetime, and one military assistant, who is an ARVN Officer of RF Officer. The civilian assistant is responsible to the District Chief for all administrative procedures, and for civilian affairs. The military assistant is the RF/PF commander of the District. Normally a first lieutenant, he is responsible to the District Chief for security of District Headquarters, and for the training and tactical employment of the RF/PF units under his control. To further assist the District Chief in his responsibilities, he has the following officials:

a. Rural Construction Officer. All CA projects should be coordinated through his office. They are the ones who initiate requests to USAID, Social Welfare Ministry and other US and GVN agencies for the District. They coordinate with the Village Officials and Hamlet Chiefs on all CA and Self-help projects, and all construction within the District.

b. Chieu Hoi Chief. He is appointed by the Province Chieu Hoi Chief to conduct the "Open Arms" program at District. During the past several months a great deal of emphasis has been placed on this program throughout South Vietnam. Dien Khanh has had 22 returnees in the past month, according to the District Chief. The returnees are sent to the Chieu Hoi Center in Nha Trang for retraining.

c. Vietnamese Information Service Chief (VIS). The VIS is responsible for PSYOP activities in the District. He should constantly be encouraged to visit all the hamlets in the District and to draft locally produced leaflets and pictures which we can assist in having reproduced.

d. National Police. Their primary mission is population and resources control. Their next higher chain of command is the Province Police Chief who comes directly under the Director of National Police in Saigon.

e. Agricultural Chief. He assists the population in improving crops, farming methods, and fishing.

f. Youth Chief. He organizes youth centers, and athletic programs. He should work closely with the VIS Chief and Chieu Hoi Chief.

g. District Health Chief. The Health Chief is appointed by the Ministry of Health. He operates the District Dispensary, Infirmary and Maternity and supervises the Village and Hamlet Health Workers.

SUBJECT: CA/PSYOP

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h. District Education Chief. This individual is generally a teacher. He is responsible for supervising the teachers in the district and requisitioning books and other school supplies from the Ministry of Education.

i. Regional and Popular Forces. Although the District Chief has regional forces assigned to provide security for the District, the RF falls under the control of the Province Chief, and can be moved anywhere within the Province depending on operational requirements. The PF act as home guards to provide security for the hamlets and villages within the District.

6. USAID is the most helpful US agency in assisting the Special Forces Detachment in establishing its civic action program. Close coordination should be maintained with the province USAID representative on all civic action projects. USAID's primary mission is to train Vietnamese officials, to provide material assistance for the economic development of the country and to raise the standard of living. Although supplies must be requisitioned by the District Chief, the Special Forces Detachment can greatly assist the District Chief in requisitioning these supplies and expediting their issue, by providing transportation. Carbon copies of all requisitions submitted by the District Chief to Province should be sent to the USAID representative at Province. By working closely with the USAID representative, the Special Forces team is in an ideal situation to expedite USAID programs within their area of responsibility. Several joint USAID, USASF projects can be initiated through the use of USAID materials and USASF CA funds. It is essential to coordinate these projects with the District Chief.

7. JUSPAO. The Joint United States Public Affairs Office provides advice and assistance to the GVN in implementing and carrying out its psychological operations program. It also coordinates and directs US psychological programs in the Republic of Vietnam. The USASF Team should contact the JUSPAO representative to find out what PSYOP programs have been initiated. They can offer some help in reproducing printed material and providing movies and magazines for distribution in the District.

8. CARE. CARE items can be requested through the 5th Special Forces Group S-5.

9. Catholic Relief Services (CRS); CRS has bulgar wheat, milk, salad oil, corn meal, etc. available for distribution.

10. In establishing the Detachment CA/PSYOP program a survey should be made of the existing programs and projects being carried out within the detachments area of responsibility. This survey should include both US and

SUBJECT: CA/PSYOP

27 November 1965

GVN programs. Most of the information can be collected from the District Chief and his staff from charts and records readily available. Close coordination should be made with the District Health Chief to assist him in establishing his health program for the entire District. One of the ways the Detachment can assist in this field is in the repair of existing facilities, such as the district dispensary and the village and hamlet aid stations. Medical patrols should be conducted as often as possible in outlying hamlets where these services are nonexistent. Medical patrols to the outlying hamlets should be accompanied by District VIS personnel, intelligence personnel and any other District Officials who could gain useful information and spread GVN propaganda. These personnel should be well oriented and briefed prior to the medical patrol.

11. The District Education System should also be included in the survey to determine the best ways of improving the schools. A census should be taken to determine the number of children and schoolrooms available and also the number of teachers. Education, along with the health program is the best means available to help suppress communist insurgency. School kits can be requested through the Group S-5. Prizes, for school ceremonies and outstanding students, can be purchased from the CA fund. Training aids can also be purchased. Existing schools and classrooms can be repaired.

12. Once the survey has been completed the Detachment can then decide what projects can be initiated to reach the largest number of people, and what projects with the help of USAID and other agencies are within their capabilities. Priorities should be assigned to projects.

13. Self-help projects should be encouraged. In most cases, if the materials are made available the people, will be willing to do the work.

14. Pictures should be taken of all projects. A district newspaper can be printed using these pictures, and can be a valuable tool in the PSYOP program. The newspapers could be drafted by the VIS Chief with the assistance of one of the members of the Detachment. The Detachment could then have them printed by a local printing shop.

15. A propaganda work sheet should be completed on all VC propaganda found in the District. A copy of this should be forwarded to the Group S-5 with a copy of the leaflet and translations. If the propaganda is a speech in one of the hamlets, the worksheet should be filled out with the theme of the speech. The worksheet should include the following information:

a. Date.

b. Type of Propaganda.

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SUBJECT: CA/PSYOP

- c. Place.
- d. How the propaganda was spread?
- e. Who distributed the propaganda?
- f. Who were the recipients?
- g. The effectiveness?
- h. Who was the information turned into?
- i. Who turned in the information?
- j. If leaflets, approximately how many were distributed?
- k. Remarks.

16. District VIS personnel and Chieu Hoi representatives should be encouraged to accompany combat operations that will pass through populated areas.

17. Close contact with the civilian population should be encouraged, not only with the various District Officials, but also with members of the detachment.

18. When combat patrols are conducted in populated areas small gift kits including towels, soap, combs, cigarettes, tooth brushes and candy, could be passed out by the LLDB and USASF members of the patrol. These items can be purchased locally. It will be especially effective in destitute areas or among minority groups.

19. If possible, the LLDB should be encouraged to take an active part in all CA/PSYOP activities.

20. The Special Forces "A" Detachment with their highly skilled, capable and experienced specialists, are ideally suited for their new mission as sub-sector advisors. No other military or civilian agency operating in Vietnam has the training or capabilities of the Special Forces "A" Detachment in working with minority groups and the civilian population. Being trained in unconventional warfare they are better prepared to meet the communist insurgency on their own grounds. As stated in LOI Number 1, dtd 1 January 65, "Although it will be necessary to kill the hard core VC, the majority of the lesser committed population can be won over to our side, through the proper use of tools available." The only way we can ever hope to suppress this war of insurgency is to take the support of the population away from the communist, and win their support for the Government of Vietnam.

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21. The closest links between the GVN and the Civilian population is the soldier and the District and Hamlet Officials. By integrating political training in with military training we can bring the soldier to realize the close link he represents between the government and the population, and make him realize the image he presents is the image the population has of the Government of Vietnam.

s/Kenneth G. Crabtree

t/KENNETH G. CRABTREE

1/Lt, Arty

CA/PSYOP Officer

DISTRIBUTE

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ANNEX XI CIVIC ACTION GUIDE FOR VIETNAM

ENGLISH TRANSLATION

WOULD YOU LIKE TO HAVE ALL THE FISH YOU CAN EAT ALL
OF YOUR LIFE AT NO COST WHATEVER?

Nature has provided you with an inexhaustible food supply, the Tilapia fish. All you have to do to receive this wonderful gift is use the natural resources you have around you and apply a little of your own time and labor.

Tilapia grow rapidly, reproduce constantly and require very little care. If you have a small water hole that has a constant supply of water to a depth of one meter and is safe from flooding (or can be made safe), you may grow Tilapia and provide a year round food supply for your family.

Tilapia are happy in fresh or brackish water. They will thrive in ponds, canals, ditches or a corner of your rice field.

Here is how you prepare your pond:

Build terraced banks around your pool. The terracing will keep your bank from sliding and provide a warm shallow place for the fish to spawn.

If terracing is not practical, be sure to build firm, solid banks and fill in a place at one end of the pond for spawning purposes.

The banks must be high enough to control flood waters at their highest level and keep predatory fish from getting into your pool.

At opposite ends of the pool construct compost piles. The compost promotes the growth of the aquatic plants that serve as food for your Tilapia.

To hold the compost in place, drive bamboo stakes about five cm apart into the bottom of the pond in a half circle. This will hold back the pig dung, chicken droppings, night soil, kitchen waste and other types of compost you have easily available and permit it to ooze slowly into the pool.

It is also wise to build your poultry house or piggery over a corner of the pool to provide additional easy fertilization.

Small amounts of duckweed and ipomoea may be planted at the sides of the pool to provide shade and an extra source of food.

Animal manure may be scattered over the surface of the pool from time to time to promote further plant growth.

Your pond must be cleared of predators such as Snakehead, Catfish and Pla Bu that will eat your Tilapia.

The most effective poison is Rotnon (Derris Root). Use 1 kilo of Rotnon for each 100 cubic meters of water in your pool.

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The Rotnon will be cut fine and previously crushed in water to be melted. We only pour the melting liquid into the pool and throw out the waste.

The predators will die within a day. The Rotnon will not affect the meat of the fish; they may be eaten or sold.

Allow your pool to remain idle for ten days. During this time, the toxic effects of the poison will disappear. You may use this time to clear your pool of harmful weeds such as lotus, water hyacinth, water lettuce and water lillies that may have an acid effect on the Tilapia.

Supplementary feeding of finely ground rice bran will hasten the growth of your Tilapia. Construct a bamboo frame about $1\frac{1}{2}$ meters square to float on top of the water and act as a feeding rack for the fish.

Hold the feeding rack in place with a bamboo stake driven securely into the bottom of the pool or anchor it in place with a line tied to a heavy stone.

Your pool is now ready for the Tilapia. The Fisheries Service of your Water and Forestries Service will give you stock fish free of charge.

Ten large Tilapia or forty small ones in a 100 sq. meter area will be sufficient.

Before dropping your Tilapia into the pool, blend water from the pool with the water in the vessel containing the fish.

Then lower the vessel gently to the surface of the pond, tip it slightly and allow it to submerge slowly so that the fish can easily swim out.

Early morning or late afternoon is the best time for placing the Tilapia in the pond. Avoid releasing them in the hottest part of the day.

If you have prepared your pool according to the directions in this leaflet, your Tilapia will have a plentiful supply of natural food and will require very little care.

Your Tilapia will grow quickly. They are ready to eat when they are four months old.

They will reproduce constantly at 2-3 months intervals. One pair of fish may reproduce as many as 10,000 young in a period of a year.

You will find the Tilapia a delicious fish to eat. The flesh is firm and the bones are few and fine. They are excellent eaten fresh, dried, smoked, pickled or used in Nuoc Mam.

So you see, nature has sent you a wonderful gift of abundant food for your family. Make a place for this gift on your homesite.

ANNEX AII CIVIC ACTION GUIDE FOR VIETNAM

DETACHMENT A-215

5TH SPECIAL FORCES GROUP (AIRBORNE), 1ST SPECIAL FORCES
APO US Forces 96295

AVSEB

13 December 1965

SUBJECT: Duc Co - A Successful Method of Operation

TO: Commanding Officer
Detachment C-2
5th SF Gp (Abn), 1st SF

1. General. Due to strong VC control of the population near Duc Co, a program was initiated to clear the VC from the area and to provide security for the people. Objectives were to (a) enhance camp security, (b) gain and maintain contact with the population, (c) clear local VC away from the camp.

2. Initial Security Operations. Initially a company size unit (100 or more men) was used to attack and seize various village objective areas which were under VC control. Moving under cover of darkness, the assault, support and blocking forces were in position for the attack by daylight. After the village was cleared, security was established in and around the objective. A reserve was normally maintained near the C.P.

3. Intelligence. One LLDB or CIDG was designated to handle the intelligence requirements. Advance planning was made, if possible, on details of VC strength, names etc. After the village was secure the intelligence man began interrogation of captives, Chieu Hoi's, and the village civilians. Initial emphasis was placed on determining VC status, hiding places and or routes of withdrawal. Additional sweeps were organized as necessary. Captives or Chieu Hoi's were often used as guides. However, care must be taken to prevent being lead into a trap.

4. Initial Civic Action. The troops must be well indoctrinated not to loot or steal from the people. Troops are strongly encouraged to pay for goods received such as food. Fair treatment of the people is mandatory. It is important initially to help the people as much as possible to negate VC propaganda against GVN and US soldiers. Holding sick call is an excellent civic action device for the civilians. Treating wounded VC or Chieu Hoi's demonstrates the good faith and intentions of the CIDG.

AVSFB

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5. Initial Psy War. All troops must be oriented on the Chieu Hoi Program. The troops must be alert to receive Chieu Hoi and give them fair treatment. Certain troops are designated to carry leaflets for distribution on and near the objective. After the village is secured, the people are assembled and the details of the forthcoming program explained by the senior LLDB present. If a Chieu Hoi is available he should be present at the formation where the LLDB or CIDG congratulate him and publicly pay for his weapon if he had one and turned it in. Many Chieu Hoi will desire to leave the village with their family. This should be permitted when possible to avoid VC reprisals. Families of VC are contacted individually with regards to this program. Wives or children, but not both, are sent out to make contact with their VC relatives and encourage them to surrender. An LLDB soldier or CIDG striker should have primary responsibility for this project. Close coordination between the intelligence, psy war and civic action program is necessary. Promises made in the leaflet, loudspeaker or person to person appeal must be honored. The CIDG troops, if they exercise a proper CA/PSYOP attitude, can be invaluable in this program.

6. Continuation of CA/PSYOP.

a. The people are assembled and informed of the role the CIDG will take in their village. The CIDG will provide security and civic action help for the people. The people are also told their responsibilities in the new village life. The CIDG will provide security for the crop harvest and the village area. However, the people must participate in village security defense, intelligence, civic action and encourage their friends and relatives to participate in the Chieu Hoi Program.

b. Harvesting of crops is organized under CIDG protection. Certain persons are delegated to prepare defensive positions and clear fields of fire. Others, with CIDG help, are designated to make necessary repairs to facilities such as roads, bridges, dispensaries, and school houses. A guerrilla auxiliary platoon (unarmed) of approximately 30-60 men is organized. For reliability these men are normally selected from families in the village under CIDG control. This platoon augments the CIDG in local security, defense patrols and resupply operations.

c. The senior LLDB or CIDG becomes the village commander. A village chief and necessary assistants are appointed, after close counter-intelligence checks, to help administer the people. A CIDG aidman operates the dispensary and a village nurse is selected and sent to Duc Co for medical training. If school teachers are not available, certain CIDG can teach school on a part time basis until a permanent teacher can be employed. CA/PSYOP patrols make periodic visits from the camp.

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d. One LLDB or CIDG has primary responsibility for intelligence and counterintelligence. Nets are set up as soon as feasible. Counterintelligence is emphasized since the operation is literally surrounded by VC agents and sympathizers. Good faith towards the people will encourage them to identify VC hard core key leaders and guerrillas in the population.

7. Conclusions.

a. The end result is that the village becomes a combination strategic hamlet and a small FOB for the camp. The FOB provides local security, a limited defensive capability with bunkers, wire, flares, and claymores. The hamlet becomes a detriment to the VC effort. With the population secured, the VC lose manpower resources, food supply, and their intelligence is curtailed considerably.

b. One main key to the success of the program is the striker. He must be Civic Action/PSYOPS oriented. This is not an easy task. The details and benefits of the program must be explained to the troops and the leaders must be held accountable for the actions of their men.

c. Duc Co CIDG are equally split between Vietnamese and Jarai. The program has been successful in both types of villages. Currently over 5,000 people in different locations are in this program. The potential for expansion is excellent. Plans are now progressing to incorporate three more villages in this program. In the last 40 days, as a result of this program over 120 Chieu Hoi have surrendered, many with weapons and grenades. Emphasis must be placed on self-help for the people. They must be capable of supporting themselves plus providing augmentation to the CIDG. Active small unit patrolling must be conducted in the area. Guerrilla auxiliaries assist the permanent CIDG force so that only 40-60 CIDG troops are required in the village. Also civilians and former VC are organized as special informers and are dispatched to VC areas to gain intelligence.

s/Richard B. Johnson
t/RICHARD B. JOHNSON
Captain, Infantry
Commanding

ANNEX XIII CIVIC ACTION GUIDE FOR VIETNAM

GLOSSARY OF TERMS AND ABBREVIATIONS

ARVN	Army of Vietnam. The common term used to refer to regular army forces to include airborne and ranger units.
CA	Civil Affairs/Civic Action.
CARE	Co-operative for American Remittances to Everywhere. (voluntary welfare agency).
CIDG	Civilian Irregular Defense Group. Local Vietnamese or ethnic paramilitary forces advised by US Special Forces personnel.
COMUSMACV	Commander US Military Assistance Command, Vietnam.
CRCC	Central Rural Construction Council.
CRS	Catholic Relief Services. (voluntary welfare agency).
CTZ	Corps Tactical Zone. The geographical area of responsibility of a Corps, but frequently used to refer to the Corps Headquarters itself; e.g., "CTZ will review...", "DTA will submit to CTZ...."
Chieu Hoi	The "Open Arms" program for encouraging the VC to defect to the GVN side.
DTA	Division Tactical Area. The geographical area of responsibility of a division, but frequently used to refer to the division headquarters itself, as with CTZ above.
FWMAF	Free World Military Assistance Forces.
GVN	Government of South Vietnam. Used to refer to the national government, to the entire governmental structure, or as an adjective to describe one of its agents or agencies.
IRC	International Rescue Committee. (voluntary welfare agency).
IVS	International Voluntary Services.
MEDCAP	Medical Civic Action Program.
MILCAP	Military Civic Action Program.
MILPHAP	Military Provincial Hospital Assistance Program. Under this program 15 man US military medical teams render medical assistance to province hospitals.

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PAD Public Administration Division. A USAID agency with interest chiefly in assisting in the development of the Vietnamese governmental organization and administration.

PAT Peoples Action Team. 40 man Armed Propaganda Team, now incorporated in the Rural Construction Cadre Group.

PHD Public Health Division. A USAID agency with interest in assisting the Vietnamese public health program.

PF Popular Forces. Military forces recruited and employed within a district; organized in platoons and squads.

PSD Public Safety Division. A USAID agency which assists Vietnamese development of police forces.

RF Regional Forces. Military forces recruited and employed within a Province. Organized as companies.

RVN Republic of Vietnam. The nation itself although sometimes used interchangeably with GVN when referring to the government or with SVN when referring to the land.

RVNAF Republic of Vietnam Armed Forces. All armed forces of the republic, all services.

SVN South Vietnam. Generally connotes the land itself.

US Mission The entire United States team, headed by the US Ambassador and including all US Forces and agencies assigned to Vietnam to assist the South Vietnamese Government.

USAID U.S. Agency for International Development. The member of the US Mission generally responsible for the civil side of US advice and assistance, with the exception of that related to the information service.

USARV United States Army, Vietnam.

USASF United States Army Special Forces.

VAC Village Administrative Committee.

VC Viet Cong. Communist insurgents against the South Vietnamese Government.

VCC Village Citizens Council.

VIS Vietnamese Information Service.

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VN Vietnam, Vietnamese.

VNSF Vietnamese Special Forces; In Vietnamese: Luc Luong Dac Biet (LLDB)